



City of Kenora
Committee of the Whole Agenda
Tuesday, February 9, 2016
9:00 a.m.
City Hall Council Chambers

A. Public Information Notices

As required under Notice By-law #144 -2007, the public is advised of Council's intention to adopt the following at its February 16, 2016 meeting:-

- Give effect to new rates outlined in the revised Schedule "D" of the Tariff of Fees and Charges Bylaw for season docking spaces and mooring ball rentals
- Amend the 2015 Operating & Capital Budget to withdraw funds from the Contingency Reserve in the amount of \$600,000 with an appropriate reallocation from the Water and Sewer Reserves to offset the cost of the Cameron Bay servicing work

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 12, 2016 and Special Committee of the Whole January 5, 2016 be confirmed as written and filed.

D. Deputations/Presentations

E. Reports:

1. Corporate Services & Strategic Initiatives

Item Subject

Pages

1.1. Kenora Baseball League Fundraising Event

1.2. 2015 Strategic Plan Progress Report

2. Fire & Emergency Services

Item	Subject	Pages
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2.1 Medical Emergency Response Agreement

3. Operations & Infrastructure

Item	Subject	Pages
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3.1 No Reports

4. Community & Development Services

Item	Subject	Pages
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4.1 Central Community Club Building Replacement Funding

4.2 2016 Community Club Grants

4.3 Seasonal Dock & Mooring Ball Rental Rates

4.4 2015 Recreation Department Year End Report

4.5 Kenora Rowing Club Facilities & Rabbit Lake Trail Funding Application

4.6 Path of the Paddle Trailhead Location

4.7 Trans Canada Trail Concept Plan

Other:

- **11:00 a.m.** - Public Statutory Meeting – Proposed Zoning Bylaw Amendment Z01/16
Emergency Shelters

Proclamations:

- ✓ Action Against Poverty Week
- ✓ Rotary Week

Next Meeting

- Tuesday, March 1 , 2016

Motion - Adjourn to Closed Meeting:

That Council now adjourns to a closed session at _____ a.m.; and further

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

- Proposed or Pending Acquisition or Disposition of Land (3 matters)**
- Personal Matter about an Identifiable Individual (2 matters)**
- Labour Relations (2 matters)**

Adjournment.



February 1, 2016

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Kenora Baseball League fundraising event

Recommendation:

That Council of the City of Kenora hereby authorizes the use of the City of Kenora's Charitable Status by the Kenora Baseball League (KBL) to apply for a fundraising event through Ford Canada to be used specifically towards the improvements to the Jaffray Melick Ball Fields.

Background:

In June of 2015, the Council of the City of Kenora authorized the Mayor and Clerk to enter into a five (5) year lease agreement between the Corporation of the City of Kenora and KBL, effective June 23, 2015 for the Jaffray Melick Concession. This was done with the understanding that the KBL would apply for grants to make improvements to the Jaffray Melick Ball Fields. This fundraising event was not anticipated at that time, but is congruent with the aim to improve the Jaffray Melick Ball Fields.

Budget: There is no budget impact anticipated from this report.

Communication Plan/Notice By-law Requirements:

Cori Libitka of the KBL

Strategic Plan:

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

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

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

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



29 January 2016

City Council Committee Report

To: Mayor and Council

Fr: Adam Smith

Re: Strategic Plan – 2015 Progress Report

Recommendation:

That Council hereby accepts the 2015 Progress Report to highlight the successful activities by City departments and agencies in accordance with the City of Kenora's Strategic Plan – Our Vision is 20/20.

Background:

As part of the implementation of the City's Strategic Plan – Kenora, Our Vision is 20/20, the CAO, together with senior staff are responsible for reporting progress back to City Council following the end of each year throughout 2015-2020.

The attached document, reports on key achievements as identified by City Staff in delivering on the goals and actions under the Strategic Plan for 2015. As a living document, it is important to track annual progress in order to adjust priorities and targets. The comments provided reflect deliverables by both the departments and arms-length agencies governed by the City of Kenora. They include information on the various projects completed in 2015 as well as discussions on new developments that emerged in the previous year.

This report not only serves as an important communication tool, but also as a means to determine resource allocation and next steps for 2016.

Budget / Financial Implications:

The main impact is the staff time required to collect the information and subsequently condense into a single report on an annual basis.

Communication Plan/Notice By-law Requirements:

The 2015 Progress Report will be used to communicate and track on-going activity related to the Strategic Plan on an annual basis. It will be provided to both City Council and to the Public via press release.

Strategic Plan or other Guiding Document:

This report is guided by the implementation strategy articulated in the City of Kenora's Strategic Plan – Our Vision is 20/20.

Our Vision is 20/20: Goals & Corporate Actions 2015 Progress Report

Strategic Direction for the Corporation:

Goal #1: Develop Our Economy

1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district.

Kenora Council, the Lake of the Woods Development Commission (LOWDC) and City staff all continue to strive to provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district.

It is recognized that this is more of a guiding principle than a specific action. Future consideration should be given in any review of the strategic plan to shifting this out of actions and into a separate “guiding principle” section of the strategic plan.

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

This too is more of a guiding principle than a specific action, and again future consideration should be given in any review of the strategic plan to shifting this out of actions into a separate “guiding principle” section of the strategic plan.

The City, the LOWDC and the Northwest Business Centre (NWBC) continue to realize the benefits from strong partnerships with the Harbourtown BIZ, Lake of the Woods Business Incentive Corporation (LOWBIC), the Kenora & District Chamber of Commerce (Chamber) and the Kenora Hospitality Alliance (KHA).

Staff continue to work with individual businesses to provide assistance and access funding for business expansions. In particular, the LOWDC has been working with three local businesses on new business projects and/or business expansions, particularly in the food manufacturing sector and awaiting final funding approval to complete a Manufacturing Sector Profile in early 2016.

The NWBC recently partnered with the Chamber and LOWBIC to deliver a workshop titled: Building Cooperation for Better Teams. Twenty-four attendees from local small businesses attended the workshop and made a connection with the NWBC. On October 22, the NWBC partnered with 13 business organizations (BDC, Chamber, BDO, MNP, insurance organizations, BIZ, etc.) to host a Small Business Week celebration event and over 60 guests attended the event.

The NWBC and economic development staff meet monthly with LOWBIC, the Chamber and Harbourtown Biz to discuss business needs in the community and turn the needs into

projects and resources (including: The Employee Handbook, How Was Your Summer Business Survey and the Small Business Welcomes we host as a group).

The City's Fire & Emergency Services Department continues to work with local businesses through their fire inspection and safety program. The department is currently looking into training to enhance efforts.

1-3 The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs.

The NWBC operates and delivers a program called Starter Company. Since July of 2014, the program has received 55 applications and 25 of those are from youth in Kenora. Two out of 10 of the grants awarded have been to Kenora youth. Five more youth, who did not fit the grant criteria have been working with the program coordinator to help start their businesses. In 2015, the Summer Company program had one student from Kenora participate, purchase a Kenora business licence and run his business over the summer.

Other successes include the partnership with Green Adventures for construction of the Anicinabe Park Stage, the development of the Keewatin Community Improvement Program (CIP) together with the ongoing success of the Harbourtown Centre CIP, as well as ongoing business and zoning files, building permits and licensing.

1-4 The City will promote Kenora to external investment audiences in specific sectors that provide the most promise for job growth and economic diversification.

The LOWDC, together with City staff, continue to work with external investors on key identified sectors – tourism, health care, manufacturing, education & training, housing, value added forestry and small and medium sized businesses.

1-5 The City will lay the foundations for investment readiness within the mining sector, taking full advantage of anticipated development activity in the region, including the Ring-of-Fire. This work will include building partnerships with industry, First Nations, provincial & federal governments.

The mining sector profile has been completed and distributed. The City participates in a regional mining services working group, as well as is currently working with Avalon.

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

The City continues to work with industry and business partners to support growth and development of the sector. It is participating on the FP Innovations Provincial Advisory Committee to support innovation in the sector. The LOWDC has been working with the Kenora Labour Market Partners in education and training and employment services so

that Kenora's local labour market is ready for the new job opportunities emerging from the re-opening of Kenora Forest Products.

1-7 The City will consider land assembly for the purpose of developing business parks intended to clear the way for new industrial development.

No active land assembly for this purpose over the term of this report, although the City remains in ongoing discussions with the Province on various properties of interest as identified by the City.

1-8 The City will clearly communicate the importance of non-residential assessment and its impact on the tax base.

While some communications may occur with individual businesses during ongoing business development, there has been no active communications / education program put in place at this time.

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

It is noted that Kenora has the assets and infrastructure to be a 365 day lifestyle destination and needs a marketing project to promote Kenora in that way. The Tourism department continues to actively promote Kenora during the shoulder and winter months. The established Winter Bites campaign is a good example of generating enthusiasm and promoting our local businesses during the off season. The potential Casino development may also provide an additional year round attraction to bring people to Kenora.

The LOWDC is engaged in a number of initiatives including working with Kenora EATS restaurants to promote great local dining options by publishing the Kenora EATS brochure, collaborating with Confederation College and the Northwestern Ontario Innovation Centre on a Culinary Tourism and Entrepreneurial Workshop as well as working with the Kenora Arts Project (KAP) to increase the profile of local arts and cultural events and opportunities.

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

The Tourism Committee and City staff have been active through a number of campaigns, including the 'Take a Hike' and 'Great Boating is Just the Beginning' campaigns. The LOWDC completed its 'Great Boating is Just the Beginning' advertising campaign which was the most successful and furthest reaching campaign conducted in 5 years. By targeting audiences in Winnipeg, Southern Manitoba, Grand Forks ND, and Fargo ND, the campaign generated 19,986 visitors to the Stayinkenora.com website. In the fall, the 'Take a Hike' advertising campaign in Winnipeg created significantly more traffic on the website than the 2014 fall campaign. By working with the local trails committee and City of Kenora GIS department to develop an excellent story map tool, the trail product offering was greatly enhanced.

The City continues to leverage its assets including the use of the Whitecap Pavilion to host growing events such as the Matiowski Markets and developing the Tunnel Island Common Ground project as well as the Model Shoreline and Discovery Forest at the Discovery Centre.

1-11 The City will support Kenora’s “North America’s Premier Boating Destination” Brand.

In 2015, Kenora and Lake of the Woods were declared a top 11 boating destination by BoatSmart Canada. To help advance the new brand, boat launches and parking areas have been mapped and a Canoe Routes guide is underway. The Coney Island dock rehabilitation project and installation of water & sewer services in relation to the Tall Pines Marina development will ensure Kenora has the infrastructure to benefit the brand.

The City has worked on collaborating with public and private partners to achieve this goal by establishing a partnership to provide parking space at the Kenora Recreation Centre to local business creating additional docking space. Also, the Harbour Safety Committee worked with Transport Canada to deliver public education sessions in regards to safe boating, related rules and regulations and discussing requests for speed restrictions. Safety will be further improved by the recent creation of a Boaters Code and new signage that will address issues related to signage for Vehicle Operation Restriction Regulations (VORR), and ongoing communications with the public.

Brand dollars have been included in the City’s budget, and allocated to the LOWDC to work in tandem with their Tourism Committee. The Lake of the Woods historical documentary is underway in partnership with other groups including the Township of Sioux Narrows Nestor Falls.

The City continues to work with private sector business projects which reinforce the Brand.

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

The LOWDC approved a Tourism Strategy (2014), and is working in conjunction with City staff to implement this. The LOWDC attracted several new events including the Wildlife Rescue Exhibit. To help facilitate additional events, the Commission completed and submitted a funding application for sound improvements at the Whitecap Pavilion, to take place in 2016, if approved. It is also working on the development of the Path of the Paddle water route from Thunder Bay to Kenora and into Whiteshell Provincial Park. This tourism product provides business opportunities to existing businesses as well as for the creation of new businesses in the community and the area to service the needs of people travelling the Trans-Canada Trail.

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.

The municipal paving program identifies, prioritizes and rehabilitates areas that are compromised and in need of either repair or replacement. When there are multiple areas in need, the worst sections receive rehabilitation and remain on the list for more comprehensive work in the future.

In order to address issues with the aging water and sewer infrastructure, net revenues from the Water & Sewer Operations must be built-up to accommodate future and immediate repair works. A long range financial plan has been developed and presented to Council for approval. This plan includes a strategy related to ongoing rate increases to address contributions needed. Components within the utility are being reviewed for potential savings to achieve this goal. Water tank truck delivery rates have increased approximately 67% since 2012 to better reflect the actual cost for the service.

Partnerships are key to ensuring the stability of systems and the Fire & Emergency Services Department consults with municipal departments on fire hydrant retro fits, replacements and specifications.

The City continues to lobby for funding on the inclusion of upgrades to the system e.g. Downtown Revitalization (DTR) funding covered upgrades to below grade infrastructure in the Downtown core.

The City has been steadily increasing the tax levy by a modest amount (.5% in 2015) for the purpose of allocating the incremental funds towards roads and bridges to help address the underspending in this area. To maximize the effectiveness of the available resources a number of operational procedures are in place. A life cycle rotation for fleet and equipment ensures these items continue to be funded through the related equipment reserves so as to ensure smoothing of the expenditures for tax purposes so that there are no related spikes borne by the taxpayer. All City staff are required to perform circle checks on equipment, and ongoing fleet maintenance for City vehicles and equipment. Daily and weekly inspections occur on a variety of City facilities, including the recreation centres and the fire and emergency services facilities to ensure buildings are clean and in good repair.

On-going improvements and upgrades to a variety of municipal infrastructure are included in the five year plan requests for Council consideration, although it is recognized that there are only restricted dollars available in comparison with the ongoing need. That being said, the City completed the rehabilitation of the Keewatin Memorial Arena (KMA) in 2015.

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.

The Asset Management Plan (AMP) was reviewed in April 2015. This plan includes information on the City's infrastructure deficit. In addition, the Long Range Financial Plan (LRFP) for the City's Water & Sewer system was updated in 2015. Both plans were presented to Council for approval.

Council was made aware of their responsibility with regards to the municipal drinking water system as part of the new Council orientation. This and recent issues during harsh winters, has heightened the need to build reserve funds for upgrading the aged water and sewer system.

The City's infrastructure deficit is addressed with Council not only when the AMP and LRFP's are brought forward, but also annually in conjunction with the City's budget process. Each year, Council must make decisions in relation to allocating sufficient funds towards municipal infrastructure and the cost to the taxpayer / ratepayer.

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

The Fire & Emergency Services Department is continually looking to improve response time for emergencies. This includes researching new technology to improve response times, such as iPads or laptops with GIS (mapping) applications. The department is currently testing FireQ cellular notification systems to improve fire fighter notification and responses. The department is also researching external emergency notification systems, for example the Everbridge Notification System, which could be utilized by all City departments as well as other community partners.

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

The City continues to seek available funding for infrastructure improvements, as well as identify and develop shovel ready projects to ensure we are identifying continuous improvements to public infrastructure, while helping to ensure the City is positioned to take full advantage of new funding programs. Recent examples include Downtown Revitalization and the rehabilitation of the Winnipeg River West Branch Bridge.

The Fire & Emergency Services Department is looking to improve our fire safety programs through education and public awareness. Annual Safety Night provided demonstrations and prevention information with approximately 25 fire fighters attending. Approximately 300 people attended the fire prevention week open house and Bering fire safety information and demonstrations.

The Keewatin CIP will serve as an economic framework to enhance the designated central neighbourhood and downtown area, in the former municipality of Keewatin.

2-5 The City will encourage new housing partnerships leveraging the skills and expertise of public sector, private sector and community-based agencies within Kenora and beyond.

The City continues to participate in the Housing Pillar of the Kenora Substance Abuse and Mental Health (KSAMH) Task Force, including keeping the importance of the partnership with the Kenora District Services Board (KDSB) at the forefront.

2-6 The City will support the development of a diverse range of housing types with an emphasis on affordable options for families, seniors and individuals in need of transitional and emergency housing.

Alongside on-going discussions with private sector developers, the City's newly released Keewatin CIP will provide incentives for housing units. The City has also accessed a grant together with the Kenora Age-Friendly Committee to host a Seniors Housing Forum.

The LOWDC had a June site visit with an investor considering Kenora as a location for an assisted living facility and are in discussions with a couple of developers about smaller housing projects which would address Kenora's need for affordable housing.

2-7 The City will encourage and support the development of vacant and transitional lands for uses that support our vision.

The City's Planning department has done a review of all vacant lands within the City. In addition, that department has initiated a review of all City held properties to determine future opportunities. This project will be transferred to the City Parks & Facilities Department in 2016 for completion.

2-8 The City will, in partnership with its First Nations partners, continue to advance the Tunnel Island 'Common Ground' project in a manner that celebrates and respects the cultural, historic and environmental importance of the lands for all people.

Excess fill from a municipal project was used to create an expanded parking area for people accessing the Tunnel Island trails. The City has worked with its Tunnel Island Common Ground partners to develop a proposed governance structure.

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

The City has developed an Events Centre Committee and it is currently working on developing a business plan for Council consideration on next steps for an Events Centre and twinning project for the Kenora Recreation Centre. This will follow the resurfacing of the tennis courts at the Recreation Centre which was a direct result of community partnerships. The completion of rehabilitation work on the Keewatin Memorial Arena will allow the facility to continue to offer quality recreational activities

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

The City is currently updating the Beaches, Parks & Trails Concept Plan to include Norman Park, Keewatin Beach as well as the Kenora Urban Trails. A partnership with Green Adventures to develop a stage at Anicinabe Park has been established and the City has accessed funding for the Coney Island Development dock rehabilitation project.

2-11 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city-owned facilities.

The Operations Centre has been retro-fitted and additional office areas leased to MPAC, in addition to the existing space already leased by OPG.

LED conversions to buildings and streetlights are ongoing. The LED streetlight program will have a payback of 3 years from electrical and maintenance savings.

Additional sustainability measures have been taken by Station 1 which continues to use runoff water, through its cistern water collection system, to fill apparatus, maintain grounds and wash vehicles.

2-12 The City will pursue operational procurement measures that seek to reduce fuel and energy consumption, where feasible, for city-owned vehicles and equipment.

The City has partnered with LAS and RealTerm Energy to replace all streetlights with LED technology and is in discussions with Hydro One in regards to a retrofit program for doing upgrades to City facilities to reduce energy consumption and maintenance costs. The switchover to LED lighting has already commenced at Station 1 for exterior lights. Station 1 has also been using run-off water to perform vehicle and grounds maintenance which will further reduce energy consumption.

2-13 The City will continue to advance our leadership position as “Stewards of the Lake” and “Stewards of the Land” by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.

Operations have upgraded the UV system at the Sewage Treatment Plant to ensure water released into the Winnipeg River met Provincial and Federal standards. Meanwhile, the Solid Waste Department has received C of A approval for composting and for on-site collection and containing household hazardous waste. This will keep the materials out of the waste stream, Kenora Area Landfill and natural surroundings.

The effective monitoring of Kenora’s natural environment is further exemplified by the on-going water quality testing at Black Sturgeon Lake. Stewardship also extends to public outreach with the Model Shoreline project at the Discovery Centre helping prevent harmful contaminants from entering Kenora’s lakes and rivers.

Other City departments such as the Fire & Emergency Services Department has a recycle program for batteries, smoke alarms and on site refuge.

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

On-going lobbying to the Province in relation to infrastructure funding issues, with particular focus on Kenora's bridges. Meetings held with the Province on this issue during both the Association of Municipalities of Ontario (AMO) and the Ontario Good Roads Association (OGRA) conferences. This included discussion of the less-than-fair manner of calculating funding under the Province's new infrastructure annual allocation to municipalities. As a result of the formulas for determining eligibility for funding allocations under certain provincial programs, the City refined the historical cost of roads in our accounting records. A package was created and presented at the Provincial Roundtable on Infrastructure which should lead to increased funding from the Province.

The City's Treasurer participated in "Big Issues for Small Municipalities" which may have contributed to the provincial government ensuring that PLT reform is part of the 2015 budget. In addition, City staff participated on the PLT Reform working group and the Ontario Municipal Partnership Fund (OMPF) working group, together with the farming sub-committee of this group.

Kenora participated in the development of an information video on the Federal Gas Tax Funding in conjunction with AMO and Redbrick Communications on the Winnipeg River West Branch Bridge and the benefits of the Federal Gas Tax as administered by AMO.

In December, the LOWDC board met with MP Bob Nault. The government emphasized its commitment to economic development and there are strong synergies with the LOWDC 2016 agenda and key economic infrastructure projects for Kenora such as the twinning of the highway, All Nations Hospital, Kenora Airport Redevelopment, Event Centre and Downtown Revitalization.

3-1 The City will undertake a full organizational review to identify service levels and determine specific areas of the organization that are inappropriately or inadequately resourced.

The organizational review has been completed. Implementation of the recommendations is on-going. Council was very involved in the organizational review process and during the early stages of implementation, and has received monthly briefings on the progress related to the organizational review implementation. A separate, detailed report will come forward outlining successes related to the organizational review in 2016.

Following the organizational review, the City also developed and approved a Human Resources Management (HRM) Strategy designed to guide the implementation of the staffing related recommendations. Similar to the City Strategic Plan, administration will provide a separate status report on the implementation of the HRM Strategy in 2016.

3-2 The City will identify and mitigate succession planning issues across the full spectrum of the organization in full anticipation of the imminent retirement of senior staff.

The HR Department is currently working with Clearlogic to develop an succession plan and policy. First draft of chart completed in conjunction with Clearlogic.

While the plan itself remains in development, the organizational review has identified a number of positions designed to help position the City to better address succession planning. These include:

- New Deputy Treasurer position to succession plan for the Treasurer
- New Planning Assistant position to succession plan for the Planner.
- New structure in Community & Development Services, including several new supervisory positions which should help facilitate succession planning.

Issue of succession planning at the Sewage Treatment Plant (STP) was identified. The City has since received notice from one employee that they will be retiring in 2016. Given the length of time required to obtain qualifications for the STP, the replacement has been hired and moved into their new position as of January 2016 to allow that individual to begin work on obtaining their qualifications well before the pending retirement.

The new Fire & Emergency Services Manager was hired to allow a period of time with the former Manager to ensure a more robust orientation and knowledge transfer.

The current Planning Administrator is working to develop the new Planning Assistant. This staffing change was identified as an opportunity to succession plan into the new Planner role.

Recruitment of the new Operations Manager has started, with the intent of bringing in the new Manager well before the current Manager leaves, to again allow for a more robust orientation and knowledge transfer.

Succession planning and interest in staff moving into new positions will form part of the annual performance appraisal process on a forward basis.

Draft 2016 budget includes an allocation for development and training dollars related to succession planning for Council consideration.

3-3 The City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen-first approach to maintaining relations with the public. (This will be delivered to all Staff across the organization.)

A training and development plan will be developed for 2016 for individual staff positions, which will include customer service training for all staff. The customer service training will be provided annually to all staff.

The Operations Centre Administration wing (2nd Floor) recently hired a full-time Customer Service Representative to improve public visits to the operations building, in accordance with the organizational review recommendations.

The Fire & Emergency Services Department is in the forefront of customer service through our prevention, inspection and public education program. Approximately 75 plus programs were delivered within four months. This department currently delivers fire extinguisher trainer (approximately 25 times in a 4 month period), has provided special event safety briefings and numerous fire hall tours. Vulnerable Occupancy training for the long term care home and Lake of the Woods District Hospital has been provided. Other programs delivered include: What's Cooking for Teens, The Arson Prevention Program for children, Older and Wiser, Sparkies ABC's and Alarmed for Life.

City Hall is continuing to encourage other departments to share regular communication with City Hall reception to provide the best customer service we can. A "ReceptionCH" email group was established which communicates information to all front line staff at City hall. This allows for better communication to the public when various inquiries come to main switchboard.

Increased focus on Provincial Offences & By-law Enforcement staff to ensure that as a municipality we are committed to customer service excellence. When difficult situations arise with customers, staff are reminded to remember our commitment and that we are here to serve our customers. The Legislative Services Department has made a concerted effort to review the existing by-laws and get them updated to allow appropriate enforcement activities to occur.

3-4 The City will embrace the importance of empowering Staff to make decisions that consistently demonstrate our commitment to making prompt, efficient and courteous customer service to our residents.

Managers and Supervisors have received training from Clearlogic on a variety of topics intended to help lead an empowered workforce. The majority of City staff have received change management training, either through ClearLogic or Bruce Graham, City Risk Management & Loss Prevention Officer (or through a combined effort of these two parties). The rest of the staff will receive Change Management Training in 2016.

Staff in all City departments are being encouraged to make more operational decisions independently and report to their Supervisors the results of those decisions. It is taking some time but staff are feeling more valued in their work and their independence.

There are plans in place to provide ongoing training and development for all City staff in this area in 2016 and beyond.

3-5 The City will foster inter-departmental, cross-organizational communication to avoid duplication.

The organizational review recommendations include the consolidation of various departments to encourage similar functions to work more closely together. These departments have started already, for example, Tourism and Recreation have been sharing equipment through the summer. The structural changes are officially being implemented contingent on the start of the new Managers.

The Senior Managers continue to meet monthly and share information from their various departments and take it back to each of their departments. The City is continuing to encourage interdepartmental teams for projects as appropriate.

The Fire & Emergency Department is working closely with the Water & Sewer Department on upgrades and the standardization of hydrants.

A new cross departmental Communications Team has been established, and they have recommended launching a new digital communications platform across the City for employees. This will allow for all staff to feel involved in all areas of the City. It will also help celebrate successes across the City.

A new Communications Clerk position has been added to the City with this position leading communications for the City, both internal and external. The new communications position will make great improvements to the interdepartmental communications thus improving external communications equally.

3-6 The City will conduct annual staff roundtable workshops to promote inter-departmental idea exchanges, employee engagement and knowledge transfer.

The first roundtable was held with the Roads Department in November 2015. Subsequent roundtables, led through HR, will be cross-departmental and will commence in 2016.

3-7 The City will roll out an annual, confidential employee engagement survey to Staff that will identify and support the resolution of work-place related issues and challenges impacting the health and sustainability of the organization.

The City has arranged for follow up staff surveys to be done by BMA Management Consulting Inc. It was agreed that these would likely be most useful if held for about one year after the implementation of the structure changes in each department. Each department will be done individually to ensure the timing is coordinated with the implementation on a by department basis.

HR will be responsible to do ongoing staff engagement surveys after the BMA contract has been completed.

3-8 The City will produce and distribute an internal quarterly e-newsletter that documents the activities, successes and staffing changes within the City.

The City has been sending ongoing communications in the pay stubs to keep staff updated on changes to the organizational review, as well as a communication on the roll out of the new digital communications platform. Other information, such as retirements, has also been sent out in this manner.

The Communications Committee is implementing a digital screen system to start rolling out communications. The City will be surveying employees to see if they prefer just the new system or are also still interested in receiving the newsletter in addition to having the screens available. Should staff indicate they would like to see ongoing communications in the pay stubs, there will be a regular newsletter, at least quarterly, sent out commencing in 2016.

3-9 The City will establish protocols for Staff orientation that provide the fundamental tools of customer service and organizational understanding.

The City will be implementing a new Human Resources Information System (HRIS) in 2016. The orientation process will be implemented with the HRIS. The HRM Strategy has identified that this will occur in 2016. May 2016 has been identified as the target date for developing a new onboarding program.

3-10 The City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development.

City staff are currently being provided with change management training to assist in the transition resulting from the organizational review process. Supervisory staff have also been provided with a number of courses through Clearlogic designed to help them lead an empowered workforce.

After the completion of the new system of Performance Management, training and development will occur on that. Staff will identify individual training plans, in conjunction with the HR Department, through the annual performance appraisal process.

In the Water & Sewer department, there is legislated training and required work experience related to staff certification. HR assists the department with ensuring certification for staff remains current.

The Fire & Emergency Services Department is currently looking at training levels and requirements, together with cost efficient training opportunities through the Ontario Fire College.

Numerous other ongoing training has been provided over the past year, including Diamond Software Training, Tourism Workshop, Heritage Workshop, Municipal Affairs and Housing Training, Ontario Association of Committees of Adjustment Training, Primer on Planning and Boost Your On-line Presence.

The City has done in house training for any staff that supervise, coordinated through and performed by the HR department. These same staff have also been included in a number of webinars related to supervision and other associated topics.

For new hires or any employee transferring to a new position within the City, HR has updated the offer of employment to include mandatory training hours related to their new position. This has been done to ensure the employee signs off, clearly demonstrating their commitment to ongoing training and development.

3-11 The City will commit to preventing occupational illness and injury in the workplace.

Health & Safety meetings are held monthly in all departments. The Risk Management and Loss Prevention Officer reports that there is a commitment to completing inspections and H&S Meetings. There appears to be increased staff commitment in reporting of near misses, which is seen as positive, and generally an increased level of staff commitment with regards to the importance of health & safety in the City workplace.

3-12 The City will leverage the power of peer-to-peer knowledge transfer through mentoring to ensure the continuity of institutional skills and know-how.

There are a number of examples of staff retiring where time has been built in to allow mentoring and knowledge transfer to the new individual prior to the employee leaving. These include:

- Fire & Emergency Services Manager
- Planning Assistant
- Operations Manager (planned)
- Sewage Treatment Plant Operator (planned)

Cross training for City Hall customer service has commenced related to the recommendations from the organizational review for staff to perform all positions.

The City has been working to use internal staff wherever possible to help provide coverage in other departments, and help share knowledge and cross train between those departments.

In 2016, part of the new performance management system will be to have staff identify where they may wish to move in the City for future job opportunities, and to develop related training plans. This process will be instrumental in determining future opportunities for ongoing peer-to-peer knowledge transfer.

3-13 The City will continue to build and strengthen our working relations with other neighbouring municipalities and our Treaty 3 First Nations partners. Kenora Council and senior leadership are committed to annual meetings with our First Nations partners to identify issues of common concern and to discuss pathways for closer collaboration.

The Fire & Emergency Services Department currently has two Fire Protection Agreements with area First Nations. The department will be meeting in the near future with these groups to discuss the agreements.

The Official Plan process included Metis and three neighbouring First Nations Communities. Staff have met with regional municipalities and First nation communities and organizations. Discussions with regards to the Common Ground Tunnel Island project are ongoing.

The CAO continues to participate on a Regional CAO Group.

3-14 The City will forge stronger relations with neighbouring communities and area municipalities by City staff, particularly those that help ensure tight co-ordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police, and the neighbouring communities.

The Fire & Emergency Services Department Attended the Kenora Fire District Mutual Aid Association meeting in Vermillion Bay on October 24th.

The City assisted in the coordination of Kenora Airport Authority Mock Disaster with participation by all area emergency agencies. Attended Emergency Operations Centre meetings for the purposes of the Mock Disaster. Attended meetings with Kenora Central Ambulance and Fire Communications Centre, Kenora District Ambulance, ORNGE helicopters and OPP.

The City's IT department has worked closely with the OPP on the review of surveillance cameras in the City.



February 1, 2016

City Council Committee Report

TO: Mayor and Council

FR: Todd Skene, Emergency Services Manager

RE: Fire and Emergency Services providing Medical Emergency Response

Recommendation:

That Council gives three readings to a bylaw to authorize a Medical Emergency Response Agreement between the City of Kenora Fire and Emergency Services and the Kenora District Services Board for the provisions of delivering emergency medical response when necessary; and further

That By-Law Number 14-2002 be hereby repealed.

Background:

The former Town of Kenora's Fire Department in February of 1992 began delivering medical emergency response to the citizens of the former Town of Kenora as a result of a reduction in land ambulance funding by the Ontario Ministry of Health. The ambulance service up until year 2000 was delivered by agreement between the Ministry of Health and the Lake of the Woods District Hospital. Efforts to recover costs incurred throughout this period, to deliver this service, failed.

An Order by the Minister of Health and Long Term Care under the Ambulance Act in March of 2000 designated the District of Kenora Social Services Administration Board as the delivery agent for Land Ambulance Service in the area comprised of the District of Kenora.

Council for The City of Kenora entered into a Letter of Agreement with the Kenora District Services Board, the Kenora Central Ambulance and Communication Centre and the City of Kenora Fire and Emergency Services by way of By-Law Number 14-2002, dated the 25th day of February 2002 to deliver medical emergency response to the citizens of Kenora. This Letter of Agreement remains in place at this writing.

The Kenora Central Ambulance and Fire Communication Centre summonses the City of Kenora Fire and Emergency Services to life threatening medical emergencies based on the following criteria:

1. When an ambulance is requested for a location within the City of Kenora and a staffed unit is not available for immediate dispatch.
2. And where a person is believed to be suffering from:
 - a. Difficult/absence of breathing
 - b. Unconsciousness
 - c. Severe bleeding
 - d. Cardiac arrest

- e. Seizures
- f. Trauma related injuries

The Emergency Service Committee of Council and Council at large reviewed this Letter of Agreement in August 2007 and was supportive of the City of Kenora Fire and Emergency Services continuing to provide medical emergency response to its constituents and ratepayers.

In respect to the City's General Liability Insurance Program, the City's current provider advises that this type of agreement is fairly common in the Province of Ontario. Any additional liability exposure to the City as a result of this agreement is covered under the City's General Liability Insurance Program.

In addition the Kenora Professional Firefighter's Association is considered insured's under the City's municipal insurance program.

When responding to a life threatening medical emergency as described above, the City of Kenora Fire and Emergency Services Career Firefighters respond as Firefighters with advanced "first responder training."

The City's insurance provider recommended an indemnification/hold harmless clause be added and amend the wording to reflect emergency responders remaining at the scene as follows below.

However, in review of the Agreement by the City's legal provider, the below "INDEMNIFICATION", provided by the insurer, was deemed to be unintelligible and was to be removed.

"INDEMNIFICATION:

It is hereby agreed that each Party to this agreement shall at all times indemnify and hold each other harmless including its employees, volunteers and members of council from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of this agreement, provision of emergency services or any operations connected therewith save and except all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of this Agreement, provision of emergency services or any operations connected therewith resulting from the negligence or willful misconduct of a Party to this agreement.

The "INDEMNIFICATION" clause has been removed from the Agreement.

In further review of the Agreement, the following clause has been changed to two separate clauses for clarification purposes.

EMERGENCY PERSONAL REMAINING AT THE SCENE:

This agreement recognizes that the City of Kenora Fire and Emergency Services may not be able to always respond when requested as they may already be at a scene of a medical response or on their way to a medical response or for other reasons as determined by the Fire Chief. However, if for any reason the City of Kenora Fire and Emergency Services is required to leave the scene of a medical response at a minimum two firefighters will remain at the scene until such time as the emergency staff for the Kenora District Services Board have arrived at the scene.

Agreement now reads as follows:

Emergency Personal Remaining at the Scene

If for any reason the City of Kenora Fire and Emergency Services (KFES) is required to leave the scene of a medical response at a minimum two firefighters will remain at the scene until such time as the emergency staff for the Kenora District Services Board have arrived at the scene.

Emergency Personal Unable to Respond to Scene

This agreement recognizes that the City of Kenora Fire and Emergency Services may not be able to always respond when requested, as they may already be involved in an emergency or medical response or for other reasons as determined by the Fire Chief.

Budget: 2016 Operating Budget

Communication Plan/Notice By-law Requirements:

Municipal Memo, Portal, and Media.

Strategic Plan or other Guiding Document:

Aligns with the City of Kenora's Values contained within Strategic Plan 2015-2020, specifically, "we strive for continuous service improvements through innovation, leadership and best practices; we consider community, public and workplace safety in every decision we make; we manage the municipal finances in a responsible, prudent and transparent manner; and is consistent Corporate Goal #2-3 "where the City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies. Further, this position aligns with Corporate Goal #3-3 "where the City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen-first approach to maintaining relations with the public."



First Response Call Report

This document is confidential when completed

Team Name _____

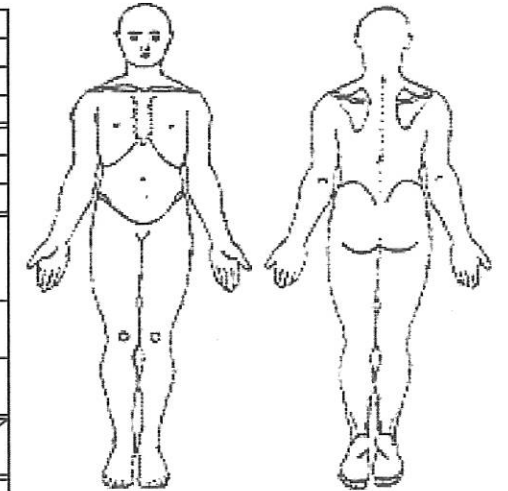
Date of call _____ Call # _____

Patient Name: _____
Age: _____ DOB: _____ Male Female

(1) Scene Survey	(4) Illness or Trauma	(5) Site of Injuries/Complaint	(6) Observed Conditions	(7) Patient Care	(8) Medical History	(9) Patient Medications
Environmental Safety <input type="checkbox"/>	Chest Pain <input type="checkbox"/>	Head/Face <input type="checkbox"/>	Vital Signs Absent <input type="checkbox"/>	Airway Inserted (size) _____ <input type="checkbox"/>	Heart Problems <input type="checkbox"/>	None <input type="checkbox"/>
Number of Casualties _____	Stroke <input type="checkbox"/>	Eye <input type="checkbox"/>	Obstructive Airway <input type="checkbox"/>	Suction Used <input type="checkbox"/>	Asthma <input type="checkbox"/>	Nitro <input type="checkbox"/>
Additional Resources <input type="checkbox"/>	Shortness of Breath <input type="checkbox"/>	Neck <input type="checkbox"/>	Shortness of Breath <input type="checkbox"/>	Assisted Ventilations <input type="checkbox"/>	Emphysema <input type="checkbox"/>	ASA <input type="checkbox"/>
Personal Protection <input type="checkbox"/>	Abdominal Pain <input type="checkbox"/>	Back <input type="checkbox"/>	Unconscious <input type="checkbox"/>	BVM <input type="checkbox"/>	Bronchitis <input type="checkbox"/>	BP Meds <input type="checkbox"/>
Identify Self <input type="checkbox"/>	Back Pain (non-trauma) <input type="checkbox"/>	Chest <input type="checkbox"/>	Conscious <input type="checkbox"/>	CPR <input type="checkbox"/>	Hypertension <input type="checkbox"/>	Insulin <input type="checkbox"/>
(2) Level of Consciousness	Motor Vehicle Collision <input type="checkbox"/>	Abdomen <input type="checkbox"/>	External Bleeding (explain in remarks) <input type="checkbox"/>	PAD/AED <input type="checkbox"/>	CHF <input type="checkbox"/>	Oral Diabetic Rx <input type="checkbox"/>
		Hip <input type="checkbox"/>	Flail or Sucking Chest Wound <input type="checkbox"/>	O2 - Nasal Cannula <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Not Determined <input type="checkbox"/>
Alert <input type="checkbox"/>	Vehicle Vs Pedestrian <input type="checkbox"/>	Upper Arm <input type="checkbox"/>	Wound <input type="checkbox"/>	O2 - Face Mask <input type="checkbox"/>	Cancer <input type="checkbox"/>	Others: _____
Verbal Response <input type="checkbox"/>	Motorcycle Accident <input type="checkbox"/>	Forearm/Hand <input type="checkbox"/>	Weak/Collapse <input type="checkbox"/>	Blanket <input type="checkbox"/>	Psychiatric <input type="checkbox"/>	(10) Allergies
Painful Response <input type="checkbox"/>	Mechanical Equipment <input type="checkbox"/>	Upper Leg <input type="checkbox"/>	Burns <input type="checkbox"/>	Dressing Applied <input type="checkbox"/>	Last Oral Intake: _____	
Unresponsive <input type="checkbox"/>	Fall/Dive <input type="checkbox"/>	Knee <input type="checkbox"/>	Abnormal Behavior <input type="checkbox"/>	C-Collar Size: _____	Time of Event: _____	NKA <input type="checkbox"/>
(3) Primary Survey	Fire/Explosion <input type="checkbox"/>	Lower Leg/Foot <input type="checkbox"/>	Other: _____	Spinal immobilization <input type="checkbox"/>	Other: _____	Latex <input type="checkbox"/>
	Violence <input type="checkbox"/>	Pain Severity _____ (Scale 1 to 10)		Splint Applied <input type="checkbox"/>		ASA <input type="checkbox"/>
C-Spine Control <input type="checkbox"/>	Fire Arms <input type="checkbox"/>	Other: _____		Other: _____		Sulpha <input type="checkbox"/>
Airway <input type="checkbox"/>	Recreational Vehicle <input type="checkbox"/>					Penicillin <input type="checkbox"/>
Breathing <input type="checkbox"/>	Sports Injury <input type="checkbox"/>					Codeine <input type="checkbox"/>
Circulation <input type="checkbox"/>	Other: _____					Others see remarks area <input type="checkbox"/>
Blanket/Oxygen <input type="checkbox"/>						

Call Location: _____
FRT Arrived at Scene: _____
Arrival Next Level of Care: _____ Vehicle #: _____

Vital Signs	
Time	
Pulse Rate	
Rhythm (reg/irreg)	
Volume (N/S/W)	
Resp Rate	
Rhythm (reg/irreg)	
Volume (N/S/W)	
Skin Colour	
<i>(pale, flush, cyanosis, jaundiced)</i>	
Skin Condition	
<i>(wet, dry, normal)</i>	
Skin Temp	
<i>(hot, cool, normal)</i>	
BP	
<i>(systolic/diastolic)</i>	
Right pupil size	
React	
Left pupil size	
React	
<i>Pupil Size = Pinpoint, Midpoint, Dilated</i>	
<i>Pupil Reaction = + reacts, - no reaction, c= closed</i>	



Trauma Legend

- ▲ Fracture Site
- +++ Laceration
- Burns
- / Amputation
- × Location of Pain

Refusal of Service
I have been advised that I should have treatment and that treatment is available immediately. I have been informed of the risks involved; I have refused such treatment and assume full responsibility arising out of such refusal.

Patient Name: _____ Date: _____
Time: _____

Patient Signature: _____
Relationship to Patient: _____

Responder #1 _____ Signature: _____
Responder #2 _____ Signature: _____

Call Report Distribution: White Patient or Ambulance Crew Yellow MOHLTC Field Office Pink Regional Training Coordinator

MEDICAL EMERGENCY RESPONSE AGREEMENT

B E T W E E N:

**THE KENORA DISTRICT SERVICES BOARD,
NORTHWEST EMERGENCY MEDICAL SERVICE (NWEMS)**

-and-

**THE CORPORATION OF THE CITY OF KENORA,
FIRE AND EMERGENCY SERVICES (CKFES)**

Preamble:

The Corporation of the City of Kenora ("The City"), through its fire service, the City of Kenora Fire and Emergency Services ("CKFES") has been called to assist The Kenora District Services Board ("KDSB"), through its Northwest Emergency Medical Service ("NWEMS"), since February of 2002. Assistance is provided for medical emergency calls within the City of Kenora's geographic area.

The Kenora District Services Board acknowledges the valuable service that First Response Teams provide in municipalities and townships without municipal organization through the provision of emergency medical care until Paramedics are available to assess, treat and transport individuals in need of assistance.

The City of Kenora is located along the Trans Canada Highway (Highway 17) and is approximately 245 square kilometers in size.

The Ontario Ministry of Health and Long Term Care (the "Ministry") has requested that the KDSB, through its NWEMS formalize its agreement with The City, through the CKFES. This Agreement is the fulfillment of that request.

The purpose of this Agreement is to promote professionalism, continued cooperation and understanding in medical emergency response situations between the Parties and other agencies involved, and to continue to provide the general public within The City with timely medical attention.

The Agreement sets out certain responsibilities of KDSB and the CKFES.

The parties agree as follows:

1. If required, the Kenora District Services Board will provide appropriate training to enable CKFES personnel to provide patient care in accordance with Emergency First Responder basic life support standards, including Standard First Aid, CPR and AED training.
2. The KDSB is not responsible for arranging or recommending providers of training courses. Requests for training cost assistance must be submitted as per the First Response Team Funding Assistance Criteria to the Director of EMS for the

Kenora District Services Board. Only those items meeting the funding criteria will be approved for payment.

3. NWEMS, operated by the Kenora District Services Board, will re-supply expendable medical supplies, including oxygen bottle exchange, used by the CKFES at response incidents in accordance with the procedures agreed upon within the Agreement.
4. The CKFES requests for funding assistance for equipment must be submitted in a letter to the Director of EMS. Requests should reflect equipment and supplies that are used by trained First Responders in various circumstances. Each organization will have to determine their unique needs and stock the items that they feel are necessary to render emergency medical care in their response area.
5. Requests may be submitted at any time and will be assessed for eligibility based on the criteria for training as outlined in the First Response Team Funding Assistance Criteria.
6. It is hereby agreed that all parties have in place the required liability insurance.
7. This Agreement will be subject to review, by both Parties, on an annual basis, or as requested by either of them.

Statement of Agreement:

The Parties to this Agreement, together with the Ministry and other agencies involved in medical emergency response, have developed and agreed upon guidelines for the activities of the Ministry through the Kenora Central Ambulance and Fire Communications Centre ("CACC"), CKFES and NWEMS during future joint responses to an emergency situation within The City.

Basic Terms:

1. CKFES and NWEMS agree to respond to medical emergency situations within a reasonable time, given all the circumstances. A decision whether or not either Party is able to respond is the sole and absolute decision of that Party.
2. The CACC will dispatch CKFES to respond to a medical emergency when an ambulance is requested for a location within the City of Kenora and a staffed ambulance is not available for immediate dispatch, the City of Kenora Fire and Emergency Services agrees to respond to:
 - a. Difficulty/Absence of Breathing
 - b. Unconsciousness
 - c. Severe Bleeding
 - d. Cardiac Arrest
 - e. Seizures
 - f. Trauma Related Injuries

3. In a medical emergency response situation, the following list sets out, in descending order, the medical authority with the most responsibility at the scene:
 - a) Firstly: Physician;
 - b) Secondly: Paramedic;
 - c) Thirdly: Emergency First Responder (CPR, emergency care, defibrillation);
 - d) Finally: Any other allied health care professional (i.e. nurses).

All those responding to the call will provide appropriate identification to anyone requesting it.

4. This Agreement is not intended to create, and does not create, any legal obligation upon nor impose any legal duty upon either of the Parties. This Agreement is not intended to be, and shall not be, relied upon by the general public as creating any duty or standard of care to which either of the Parties have any legal obligation to respond.
5. This Agreement is intended to coordinate day to day responses to medical emergency and/or life threatening situations. It may not apply in circumstances where an emergency has been formally declared under Ontario law.
6. The CACC is aware of this Agreement and has agreed to the guidelines set out in Appendix "A".

NWEMS Responsibilities

7. When called upon, NWEMS will respond to medical emergencies in The City as quickly as possible, or will advise that it is unable to respond.
8. NWEMS will follow the guidelines set out in Appendix "B".

CKFES Responsibilities:

9. When called upon, CKFES will provide emergency care service to medical emergencies in The City as quickly as possible, or will advise that it is unable to respond.
10. Where CKFES is able to respond, it will attend to the scene and provide patient care as necessary, including CPR and defibrillation.
11. Where CKFES is able to respond, it is able to make decisions to evacuate any part of a scene, consistent with local emergency plans.
12. Where CKFES is able to respond, it will complete the "First Response Call Report" and forward to NWEMS.
13. CKFES will follow the guidelines set out in Appendix "C".

14. CKFES shall forward any issues and/or concerns relating to the operation of this Agreement to the NWEMS.

Both Parties' Shared Responsibilities:

15. Both Parties must ensure all patient information is kept strictly confidential.

16. Both Parties will exchange the information necessary for their respective reporting requirements.

17. Both Parties agree to maintain a high level of professional rapport between themselves, as well as the CACC, together with any other agencies that respond to emergency calls.

18. Both Parties agree to participate in an inter-agency post incident evaluation when requested by one of the Parties and/or the agencies to whom either Party reports.

Review and Term

19. This Agreement will be subject to review, by both Parties, on an annual basis, or as requested by either of them. The Parties shall each appoint one or more representatives who, together with any other interested agencies such as the CACC, will form the "medical emergency response committee" who will meet as needed to review the guidelines in the appendices to this Agreement.

20. Either Party to this Agreement may withdraw from participation in the medical emergency response protocol by giving the other Party, ninety (90) days' notice in writing, of its intention to withdraw from participation.

Emergency Personnel Remaining at the Scene

If for any reason the City of Kenora Fire and Emergency Services is required to leave the scene of a medical response at a minimum two firefighters will remain at the scene until such time as the emergency staff for the Kenora District Services Board have arrived at the scene.

Emergency Personnel Unable to Respond to Scene

This agreement recognizes that the City of Kenora Fire and Emergency Services may not be able to always respond when requested, as they may already be involved in an emergency or medical response or for other reasons as determined by the Fire Chief.

TO WITNESS, the undersigned affixed their corporate seals attested by the hands of our properly authorized officers.

The Kenora District Services Board

Date of Signature

Per: _____
Henry Wall, CAO
I have the authority to bind the KDSB
As a Party to this Agreement

The Kenora District Services Board
Northwest Emergency Medical Services

Date of Signature

Per: _____
Andrew Tickner, Director of EMS
I have the authority to bind the KDSB
As a Party to this Agreement

The Corporation of the City of Kenora

Date of Signature

Per: _____
David S. Canfield, City of Kenora, Mayor
I have the authority to bind the
Corporation of the City of Kenora
As a Party to this Agreement

The City of Kenora
Kenora Fire and Emergency Services

Date of Signature

Per: _____
Heather L. Kasprick, City of Kenora, City Clerk
I have the authority to bind the
Corporation of the City of Kenora
As a Party to this Agreement

APPENDIX "A"

CACC Guidelines:

1. CKFES and NWEMS, together with any other responding agencies, will be notified that a call has a medical emergency response.
2. All persons will be notified as soon as possible, giving consideration to the variations of medical emergency response agreements that are in place.
3. If requested by the caller that only ambulance respond, the CKFES team will not be activated.
4. CKFES will not be sent to a patient that is under the care of an on duty paramedic unless requested by the paramedic.
5. All available information should be relayed to the responding agencies as received.
6. Responding agencies will be notified while en route regarding dangerous situations, e.g. gun call, violence or communicable diseases, whenever possible.
7. Notification to CKFES will include:
 - a) the call type (i.e. medical emergency response);
 - b) the location of the emergency;
 - c) the medical status of the patient(s); and
 - d) the estimated time of arrival for ambulance.
8. CKFES will not be sent to any location in which there is a declared outbreak as ordered by the Regional Medical Officer of Health; either institutional or regional.

APPENDIX "B"

NWEMS Guidelines:

1. In absence of higher medical authority (Physician), NWEMS will assume responsibility for medical care at the scene upon arrival.
2. NWEMS will receive patient information and the First Response Call Report from the CKFES responsible for patient care.
3. NWEMS shall assess whether continued CKFES assistance is needed regarding the medical care of the patient, subject to their availability.
4. NWEMS shall provide appropriate medical care and shall, when necessary, transport patients to hospital according to established protocols, policies and procedures.
5. NWEMS will maintain care and control of any borrowed CKFES equipment until it is retrieved by them.

APPENDIX "C"

CKFES Guidelines:

1. As First Responder care providers, CKFES may provide emergency care, as applicable, until the arrival of an NWEMS ambulance.
2. Upon arrival at the patient(s), CKFES may start to fill out a First Response Call Report.
3. When NWEMS arrives, the CKFES person(s) responsible for emergency care, should identify themselves, and provide patient information as obtained, as well as a copy of the First Response Call Report when completed.
4. CKFES representatives may assist with the continued emergency care at the request of an NWEMS crew.
5. CKFES representatives, although requested by the NWEMS crew, must also have authorization from their immediate Supervisors to accompany the NWEMS crew to the hospital. CKFES personnel may only drive the ambulance in exceptional circumstances.
6. CKFES Firefighters will decide methods of extrication and perform extrication procedures giving due consideration to the NWEMS crew's assessment and ongoing treatment of the patient(s); if control of the hazards and a safe atmospheric environment allows.
7. CKFES Firefighters are responsible for activities in areas subject to hazardous atmospheric conditions or where exposure to fire may occur. CKFES responders and NWEMS crews, unless equipped with adequate protective equipment and supervised by firefighters, will remain in a safe area.
8. CKFES, when arriving at the scene, should position their vehicles so as not to block access or egress for the NWEMS ambulance.
9. Where there is a medical emergency response to medical incidents in buildings with passenger elevators, normal practice will be not to lock elevators unless directed to do so by CKFES responders and/or NWEMS crews. For all other emergencies, the CKFES will control the elevator.
10. Police assistance should be requested prior to entering situations involving disturbed or violent patients.
11. Under no circumstances in medical emergency response to a medical emergency should the CKFES cancel the responding NWEMS crew.
12. CKFES will advise CACC so that the CACC can notify NWEMS if (and when) any call is determined to be false.
13. CKFES will not respond to any call location where a declared outbreak has been ordered, by the Regional Medical Officer of Health; either institutional or regional.



January 28, 2016

City Council Committee Report

To: Mayor and Council

**Fr: Colleen Neil, Recreation Team Leader
James Tkachyk, Parks and Facilities Team Leader**

Re: Central Community Club – Funding for Building Replacement

Recommendation:

That in order for Central Community Club to secure funding applications for the development and replacement of a new community club house, commitment is required from the City to invest a portion of the building costs; and further

That Council hereby approves an allocation of \$100,000.00 to be included in the 2016 budget for Central Community Club through the Community Club Reserve for the replacement of the existing Community Club Facility.

Background:

As Council will recall, Central Community Club delivered a deputation to Council at its December 2013 Committee of the Whole meeting where Tim Gosnell, Community Club President informed Council of the clubs plans and progress for the replacement of the existing club house that is currently on site. The club requested and was granted assistance in the amount of \$10,520.51 from the City to cover the architectural drawings that have been completed.

At this time the Community Club would like to start securing plans and times lines to proceed with the new building. The Club has made several contacts in the community with both private donors and with business who have tentatively committed to supporting the project both financially and in-kind. The question that is consistently asked by donors is, "What has the City committed". This is a question that the Club would like to have an official answer to so that they can leverage other funding.

The estimate on the final construction of the building is projected to be just over \$300,000.00. This is to replace the existing building with something very similar in structure and to be furnished to provide the exiting services that has in the past in a safe facility that meets all current codes.

The Club is seeking a commitment of one-third funding for the construction of what will be a City owned facility, operated by a volunteer group.

Budget:

The Community Club Reserve account was projected to have a balance of \$89,479.00.00 at the end of 2015. Over the past few years an amount of no less than \$15,000.00 has been approved by Council for allocation to this reserve. Should the \$15,000.00 be approved during the 2016 capital budget process there would be \$104,479.00 in the account for 2016.

The Central Community Club is asking that \$100,000.00 be officially dedicated to Central Community Club to access for the purpose of Fundraising and Rebuilding of their Club House.

Communication Plan/Notice By-law Requirements:

Central Community Club, Manager of Corporate Services, Parks and Facilities Team Leader

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

Strategic Plan or other Guiding Document:

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

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

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



Date January 11, 2016

City Council Committee Report

To: Mayor & Council

Fr: Colleen Neil, Recreation Team Leader
James Tkachyk, Parks and Facilities Team Leader

Re: 2016 Community Club Grants

Recommendation:

That Council of the City of Kenora receives the recommendation from the Recreation Team Leader and the Parks and Facilities Team Leader, approving the grant amount of \$8,000.00 each to Rideout, Central and Evergreen Community Clubs.

Background:

Rideout, Central and Evergreen Community Club's Community Club Grant Applications have been received and reviewed. It has been determined that the three Community Clubs have met the criteria for funding for the amount of \$8,000.00 per club.

Budget:

Included in the proposed 2016 Teams and Clubs Operating Budget

Communication Plan/Notice By-law Requirements:

Corporate Services & Community Clubs

Strategic Plan:

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

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



January 29, 2016

City Council Committee Report

To: Mayor and Council

Fr: James Tkachyk, Parks and Facilities Team Lead

Re: Docks and Ramps

Recommendation:

That Council gives three readings to a bylaw to authorize the increase to rental rates for our seasonal docking spaces and mooring ball rentals; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law at its February 16, 2016 meeting to give effect to the new rates outlined in the revised Schedule "D"; and further

That By-law Number 2-2016 be hereby repealed.

Background:

In total there are 18 locations that the City of Kenora own public or leased docking. Attached please find Schedule 'A' for location and detail maps. Note: that the date of the GPS maps are spring of 2014 (latest date).

The City of Kenora has approximately 282 docking spaces, with 109 of those spaces being leased for private docking. The current rate that the City charges varies from \$365.00 + tax = \$412.45 (Water St. and Coney Island) which are shorter docks of approx. 16' of length to \$546.00 + tax = \$616.98 (Harbourfront Dock C and Keewatin) for a 21' dock. The last time the fees were increased was a 5% increase in 2013.

There are close to 1,500 private boat slips available in the Kenora area. Fees for the slips vary according to what the vendor can offer. Parking on site, gas, boat ramp use and garbage drop off services will have an impact on the vendor's price. The rates for boat docking only would range between \$800.00 to \$1,000.00 dollars on average for a 21' dock. An average per foot charge utilized by some vendors is \$39.00 dollars a foot.

\$39.00 per foot X

16 feet	\$624.00
18 feet	\$702.00
21 feet	\$819.00

The City of Kenora should charge comparable rates to what the private sector charges for boat docking. The docking should be in reasonably good condition to lease. Repairs have been identified for the Water Street, Harbourfront "C" and Keewatin leased docks and are estimated at \$65,000.00 to improve current conditions. Estimates are provided in the Docking Assessment Report completed by Docks and Lifts for the City of Kenora. Repairs and maintenance to docks is an ongoing responsibility to the City of Kenora.

Repairs are required on all public docks and landings to the estimated value of \$211,550.00 as outlined in the Docking Assessment Report completed by Docks and Lifts for the City of Kenora. Included in the \$211,550.00 dollars is a \$23,000.00 dollar repairs to the Keewatin walkover bridge and a full replacement of a dock (#1) on Coney Beach at \$100,050.

In total there is \$276,550.00 (\$65,000.00 leased and \$211,550 public) identified repairs required and put forward for council consideration in the 2016 budget. This is in addition to the work being undertaken to the Coney North shore dock #4, that has a \$225,000.00 dollar budget. This would be to the dock that the MS Kenora would utilize when stopping at Coney Island.

There have been public complaints regarding lack of public docking at the Keewatin Arena since the leased spots were implemented, eliminating most public docking. Keewatin Arena currently has 2 designated public spots and 2 spots designated at the boat launch. There are currently 11 leased spaces which will be reduced by 3 spaces to provide 3 additional public spaces by moving the gate on the dock to the West and relocating the accessible grab bars.

Location	Existing Rate	Proposed Rate
Keewatin & Harbourfront Dock C	\$546.00	\$750.00
Water Street & Coney	\$365.00	\$575.00
Mooring Balls	\$18/day	\$ 20.00

Budget: As outlined above. Increased fees would provide additional revenues to the budget to offset some of the necessary improvement costs.

Communication Plan/Notice By-law Requirements: City Clerk, Accounts Receivables, public notice via renewal notices

Strategic Plan or other Guiding Document:

- 1.11 The City will support Kenora’s “North America’s Premier Boating Destination” Brand implementation strategy.
- 2.1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in good state of repair to ensure certainty, security and long-term stability of our systems.
- 2.2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.
- 2.9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.

City of Kenora

Docking Assessment Report

Lake of the Woods
KENORA



NORTH AMERICA'S
Premiere
BOATING DESTINATION

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KEEWATIN BEACH –BEACH RD.

DESCRIPTION

The docking system consists of:

- Approx. 156' of 8'-0" wide crib dock out from shore
- (1)- 8'x6' walkway
- (2)- 8'x20' steel truss floating docks

DEFICIENCIES

- Some decking weathered and worn on both crib and floaters
- Crib requires some minor lifting and levelling
- Walkway is too short for height of crib

RECOMMENDED REPAIRS

- Replace damaged/worn decking as required
- Level cribs as required
- Replace existing walkway with new 8'x12' walkway c/w float -minimum

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Decking -\$500
- Cribs -\$1,500
- Walkway -\$2,000
- **Total -\$4,000**

PICTURES



DOCKS AND LIFTS UNLIMITED INC.

P.O. BOX 2670

KENORA, ON.

P9N 3X8

KEEWATIN ARENA

BOAT DOCKING

DESCRIPTION

The docking system consists of:

- Approx. 40' of 8'-0" wide crib dock out from shore
- (1)- 8'x12' walkway
- (1)- 4'x18' walkway
- (16)- 8'x16' wood frame floating docks
- (2)- 8'x10' wood frame floating docks
- (4)- 6'x20' steel truss finger docks c/w 6'x4' walkways

DEFICIENCIES

- Some decking weathered and worn on main floating dock trunk
- Crib by launch is leaning
- All 8' trunk docks are old wood frame c/w blue Styrofoam billets

RECOMMENDED REPAIRS

- Replace damaged/worn decking as required
- Level crib as required
- Replace all blue Styrofoam billets with foam filled rotationally moulded plastic billets

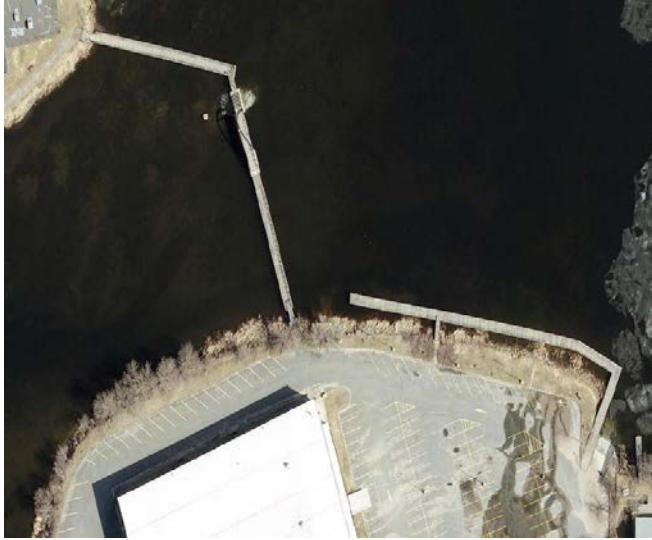
ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- | | |
|--------------|------------------|
| • Decking | -\$1,000 |
| • Crib | -\$2,000 |
| • Billets | <u>-\$23,000</u> |
| Total | -\$26,000 |

KEEWATIN ARENA
BOAT DOCKING -CONT'D

PICTURES



KEEWATIN ARENA

WALKOVER BRIDGE

DESCRIPTION

The docking system consists of:

- (1)- 8'x14' crib shore deck
- (1)- 8'x8' crib shore deck
- (1)- 5'x16' gangway
- (1)- 4'x14' gangway
- (1)- 4'x10' gangway
- (1)- 8'x10' walkway
- (15)- 8'x16'-6" wood frame floating docks
- (1)- glulam walkover bridge (not inspected)

DEFICIENCIES

- Some decking weathered and worn
- Some floating dock sections are no longer in a straight line
- 5'x16' gangway is off centre of floating docks
- Hinge from the 8'x10' walkway is damaged
- All 8' trunk docks are old wood frame c/w blue Styrofoam billets

RECOMMENDED REPAIRS

- Move floating docks back in alignment and re-anchor
- Replace super duty hinge from 8'x10' walkway
- Replace all blue Styrofoam billets with foam filled rotationally moulded plastic billets

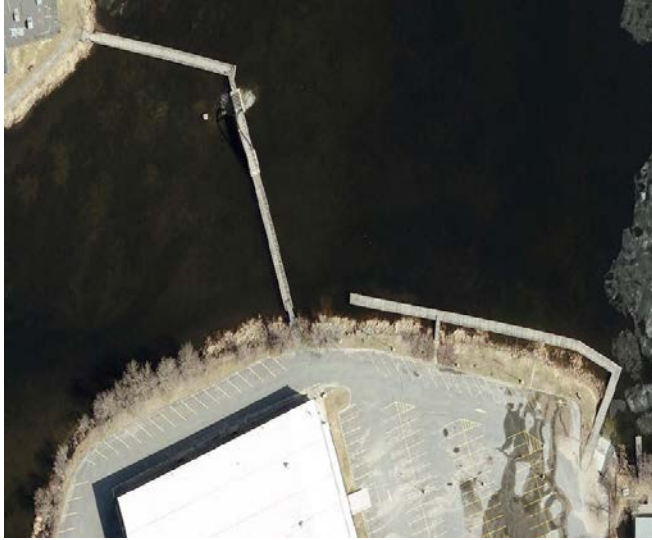
ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Align/anchor -\$2,500
- Hinge -\$500
- Billets -\$20,000
- Total** **-\$23,000**

KEEWATIN ARENA
WALKOVER BRIDGE-CONT'D

PICTURES



KEEWATIN WHARF –TENTH ST.

DESCRIPTION

The docking system consists of:

- (3)- separate dock systems (1 thru 3 –from left to right –refer to aerial view)
- (2)- 8'x10' walkway
- (1)- 5'x12' gangway
- (3)- 8'x20' wood frame floating docks
- (9)- 8'x24' wood frame floating docks

DEFICIENCIES

- Some decking weathered and worn
- Trunk docks on #1 are old wood frame c/w blue Styrofoam billets
- #1 dock system is out of line (gangway off centre)
- Last dock on #2 is sinking at the end

RECOMMENDED REPAIRS

- Move floating docks on system #1 back in alignment and re-anchor
- Replace end billets on last dock in system #2
- Replace all (3)- 8'x20' floating docks with new on system #1

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Align/anchor - \$1,500
- Billet - \$1,000
- Docks - \$12,000
- **Total - \$14,500**

KEEWATIN WHARF-CONT'D

PICTURES



KEEWATIN BOATLIFT –BOATLIFT RD.

DESCRIPTION

The docking system consists of:

- (2)- separate dock systems (river side and lake side –refer to aerial view)
- Approx. 8’x30’ conc. shore deck –river side
- (1)- 8’x12’ pipe pile shore deck –lake side
- (1)- 8’x24’ walkway
- (1)- 8’x16’ walkway
- (2)- 8’x16’ wood frame floating docks
- (2)- 8’x20’ wood frame floating docks

DEFICIENCIES

- 8’x24’ walkway (river) has damaged/bent trusses
- Old stabilizer bar disconnected (river)
- Both 8’x20’ wood frame floaters damaged (river)
- 8’x16’ trunk docks (lake)are old wood timber frame
- Hinges/hardware (lake) are old and damaged

RECOMMENDED REPAIRS

- Repair damaged truss sections on 8’x24’ walkway (river)
- Remove old stabilizer bar (river)
- Replace 1st 8’x20’ floating dock and repair 2nd 8’x20’ floating dock (river)
- Install skid plates or legs on both docks (river) to rest on shore in low water
- Replace all (2)- 8’x16’ floating docks and hardware with new (lake)

ESTIMATED COSTING (CLASS “C”)

The estimated cost to remediate all recommended repairs as noted above:

- Repair truss -\$1,500
- Remove bar -\$500
- Replace 8’x20’ -\$3,500
- Repair 8’x20’ -\$1,500
- Skid plates -\$2,500
- Replace 8’x16’ -\$6,000
- Total** **-\$15,500**

KEEWATIN BOATLIFT -BOATLIFT RD. -CONT'D

PICTURES



DISCOVERY CENTRE –LAKEVIEW DR.

DESCRIPTION

The docking system consists of:

- Approx. 12'x20' crib shore deck
- (1)- 8'x20' walkway
- (5)- 8'x16' wood frame floating docks
- (3)- 6'x20' wood frame finger docks

DEFICIENCIES

- Outer 6'x20' finger dock has lost some floatation
- Stabilizer bar is bent

RECOMMENDED REPAIRS

- Replace billet on 6'x20' wood frame finger dock
- Replace stabilizer bar with new larger one (hss 3x3x.188)

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- | | |
|--------------|-----------------|
| • Billet | -\$1,000 |
| • Stab. bar | <u>-\$2,000</u> |
| Total | -\$3,000 |

PICTURES



NORMAN BAY –BAY RD.

DESCRIPTION

The docking system consists of:

- Approx. 8'x16' crib shore deck
- (1)- 8'x16' walkway
- (1)- 8'x16' wood frame floating dock

DEFICIENCIES

- System is new and has no deficiencies

RECOMMENDED REPAIRS

- None required

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Not required

PICTURES



HOSPITAL DOCK –OCEAN AVE.

DESCRIPTION

The docking system consists of:

- Approx. 8'x27' crib shore deck
- (1)- 8'x20' wood walkway
- (1)- 8'x20' wood frame floating dock

DEFICIENCIES

- Walkway is old wood framing -damaged
- Crib is out of level
- 8'x20' wood frame dock c/w blue Styrofoam billets

RECOMMENDED REPAIRS

- Replace walkway with new steel truss frame
- Lift and level crib
- Replace all blue Styrofoam billets with foam filled rotationally moulded plastic billets

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Billets -\$2,500
- Walkway -\$3,500
- Level crib -\$1,500
- Total -\$7,500**

PICTURES



HARBOUR FRONT DOCKS

DESCRIPTION

The docking system consists of:

- Entire system connected to boardwalk via walkways and stabilizer bars
- (1)- 8'x34' truss walkway
- (1)- 4'x16' gangway
- (25)- 8'x30' wood frame floating trunk docks
- (1)- 8'x20' wood frame floating trunk dock
- (34)- 8'x24' wood frame floating finger docks
- (2)- 8'x8' steel frame light standard floating dock

DEFICIENCIES

- Some decking worn/weathered or missing
- Both end boat dock trunks have lost some floatation
- Main trunk (parallel to shore) losing floatation on back side due to extra railing weight
- Both main boat dock trunks are misaligned

RECOMMENDED REPAIRS

- Replace damaged/worn/missing decking as required
- Replace billets on both boat trunk end docks as required
- Install extra floatation on main trunk parallel to shore
- Re-position boat dock trunks straight and re anchor as required

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Decking -\$2,500
- Billets -\$2,500
- Floatation -\$6,000
- Re-position -\$2,000
- **Total** **-\$13,000**

HARBOUR FRONT DOCKS -CONT'D

PICTURES



WATER STREET DOCKS

DESCRIPTION

The docking system consists of:

- Approx. 8'x60' crib shore deck
- (3)- 4'x12' gangways
- (6)- 8'x30' wood frame floating trunk docks
- (6)- 8'x16' wood frame floating finger docks
- (2)- 8'x16' steel truss frame floating finger docks

DEFICIENCIES

- Majority of the decking is worn/weathered
- The end trunk dock has lost some floatation

RECOMMENDED REPAIRS

- Replace damaged/worn decking as required
- Replace billets on end trunk dock as required

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Decking -\$10,000
- Billets -\$2,000
- **Total** **-\$12,000**

PICTURES



MAIN STREET DOCKS

DESCRIPTION

The docking system consists of:

- (2)- typical systems each side of conc. topped pier
- (2)- 8'x26' aluminum gangways
- (24)- 8'x16' wood frame floating trunk docks
- (2)- 8'x10' wood frame floating trunk docks
- End "T" pier section & floaters in front –not included in assessment

DEFICIENCIES

- Some pipe brackets attaching the floating docks to the pier are getting worn

RECOMMENDED REPAIRS

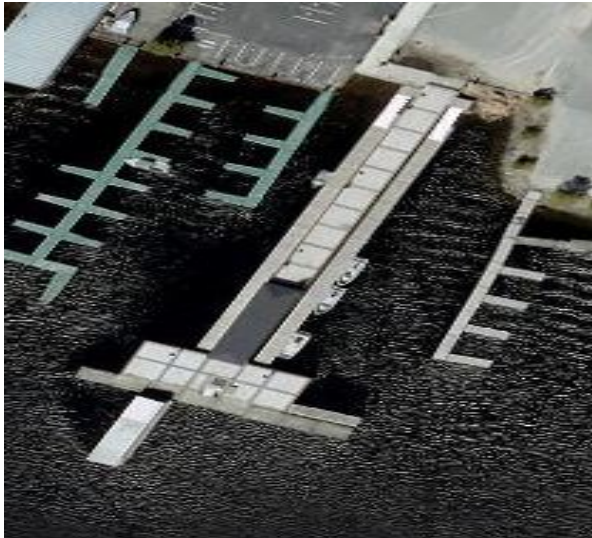
- Winterize dock system annually (disconnect/chain)

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Winterize -\$1,000
 Total -\$1,000

PICTURES



MATHESON STREET DOCKS

DESCRIPTION

The docking system consists of:

- (2)- typical systems each side of conc. topped pier
- (2)- 8'x26' aluminum gangways
- (16)- 8'x16' wood frame floating trunk docks
- (2)- 8'x10' wood frame floating trunk docks

DEFICIENCIES

- Some pipe brackets attaching the floating docks to the pier are worn/broken

RECOMMENDED REPAIRS

- Winterize dock system annually (disconnect/chain)
- Replace (5)- pipe brackets

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Brackets -\$2,000
- Winterize -\$1,000
- **Total** -**\$3,000**

PICTURES



KENORA REC CENTRE DOCKS

DESCRIPTION

The docking system consists of:

- (3)- separate dock systems (left side, launch, right side –refer to aerial view)
- Approx. 8'x8' pipe pile shore deck –left side
- Approx. 8'x16' crib shore deck –launch
- Approx. 8'x16' pipe pile shore deck –right side
- (2)- 8'x12' walkways
- (1)- 8'x10'walkway
- (2)- 8'x32' steel truss frame floating dock
- (3)- 6'x24' steel truss frame floating docks
- (7)- 8'x16' wood frame floating docks

DEFICIENCIES

- (2)- 8'x16' wood frame docks at launch have blue Styrofoam billets

RECOMMENDED REPAIRS

- Replace all blue Styrofoam billets with foam filled rotationally moulded plastic billets

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

• Billets	<u>-\$3,000</u>
Total	-\$3,000

KENORA REC CENTRE DOCKS -CONT'D

PICTURES



SEVENTH STREET DOCKS

DESCRIPTION

The docking system consists of:

- (2)- separate dock systems (left side, right side –refer to aerial view)
- Approx. 8'x38' crib dock –right side
- Approx. 8'x13' crib shore deck –left side
- (1)- 8'x6' walkway
- (1)- 8'x22' wood frame floating dock

DEFICIENCIES

- 8'x22' wood frame floating dock (left side) has blue Styrofoam billets
- Some decking is weathered/worn
- Cribs are slightly unlevel in some areas

RECOMMENDED REPAIRS

- Replace all blue Styrofoam billets with foam filled rotationally moulded plastic billets
- Replace damaged/worn decking as required
- Level cribs as required

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- | | |
|--------------|-----------------|
| • Billets | -\$2,000 |
| • Decking | -\$2,500 |
| • Cribs | <u>-\$2,000</u> |
| Total | -\$6,500 |

SEVENTH STREET DOCKS -CONT'D

PICTURES



W.T.P. DOCKS –SEVENTH ST.

DESCRIPTION

The docking system consists of:

- Approx. 8'x8' crib shore deck
- (1)- 8'x12' walkway
- (3)- 8'x16' steel truss frame floating docks

DEFICIENCIES

- System is newer and has no deficiencies

RECOMMENDED REPAIRS

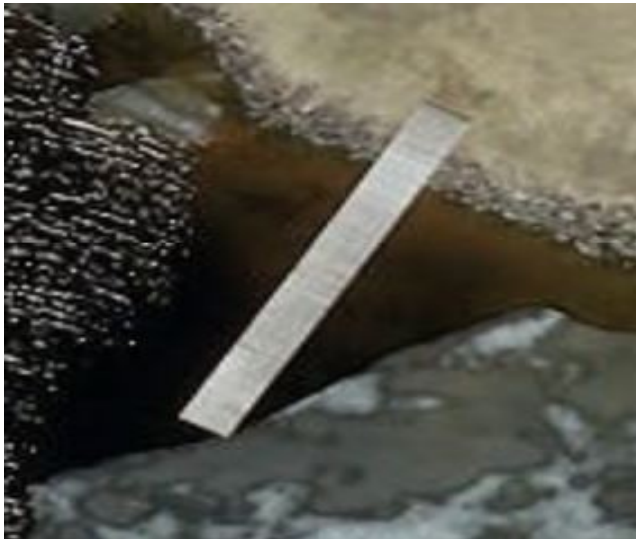
- None required

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Not required

PICTURES



ANICINABE PARK DOCKS

DESCRIPTION

The docking system consists of:

- (3)- separate dock systems (beach, launch, boat docking –refer to aerial view)
- (2)- Approx. 6'x6' conc. shore deck –beach
- (2)- Approx. 8'x12' conc. shore deck –boat docking
- (1)- Approx. 8'x16' conc. shore deck –launch
- (2)- 4'x12' gangways
- (1)- 8'x16' gangway
- (2)- 8'x12' walkways
- (38)- 8'x16' wood frame floating docks
- (5)- 8'x30' wood frame floating docks
- (2)- 6'x20' wood frame floating docks
- (4)- 6'x16' wood frame floating docks

DEFICIENCIES

- (4)- 6'x16' wood frame docks for boat docking have blue Styrofoam billets
- Stabilizer bar on the boat dock is damaged
- Some decking is worn/weathered or rotting
- 3rd 8'x16' floater on the boat dock has sustained fire damage
- Some hinge connection are failing
- The far 8'x30' floater on the boat dock is sinking
- Shore plate on the beach dock for the gangway is coming loose

RECOMMENDED REPAIRS

- Replace all blue Styrofoam billets with foam filled rotationally moulded plastic billets
- Replace stabilizer bar (hss 3x3x.188 min.)
- Replace all decking as required
- Replace 8'x16' floater on boat dock
- Replace/repair all hinge connections as required
- Replace billets on far 8'x30' floater on the boat dock
- Repair shore plate for gangway as required

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Billets -\$6,000
- Stab. bar -\$1,500
- Decking -\$5,000
- 8'x16' -\$3,000
- Hinges -\$1,500

DOCKS AND LIFTS UNLIMITED INC.

P.O. BOX 2670

KENORA, ON.

P9N 3X8

ANICINABE PARK DOCKS –CONT'D

ESTIMATED COSTING (CLASS "C") –CONT'D

- 8'x30' -\$1,500
- Shore plate -\$500
- Total -\$19,000**

PICTURES



CONEY ISLAND DOCKS

NORTH SHORE

DESCRIPTION

The docking system consists of:

- (4)- separate dock systems (from left to right -#1 thru #4 –refer to aerial view)
- Approx. 8'x76' crib shore deck -#1
- Approx. 8'x16' pipe pile shore deck -#2
- Approx. 10'x22' crib shore deck -#3
- Approx. 1600 ft2 crib dock "T" shape -#4
- (3)- 6'x10' walkway
- (3)- 8'x10' walkway
- (5)- 6'x16' wood frame floating docks
- (1)- 8'x30' wood frame floating dock
- (2)- 8'x20' steel truss frame floating docks
- (4)- 6'x20' steel truss frame floating docks

DEFICIENCIES

- Some decking weathered and worn
- Cribs for #1, #3 and #4 require repair (#4 extensive work required)
- Shore plate on #2 requires replacement

RECOMMENDED REPAIRS

- Replace damaged/worn decking as required
- Level cribs as required
- Replace shore plate as required

ESTIMATED COSTING (CLASS "C")

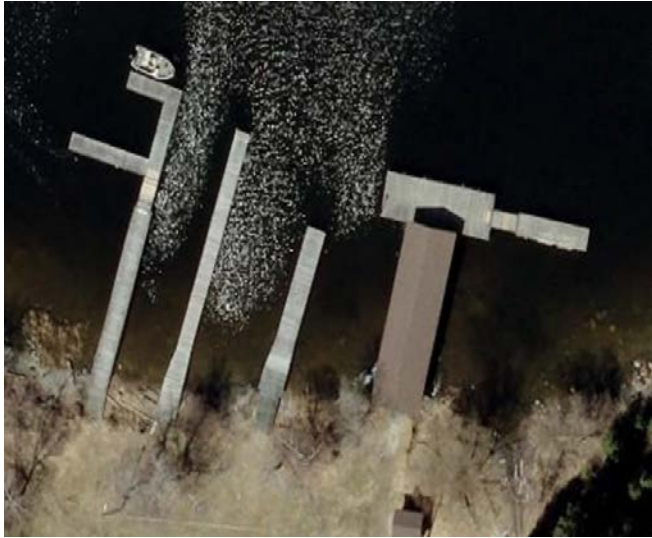
The estimated cost to remediate all recommended repairs as noted above:

- Decking -\$2,500
- Cribs -\$10,000
- Shore plate -\$500
- **Total -\$13,000**

CONEY ISLAND DOCKS

NORTH SHORE -CONT'D

PICTURES



CONEY ISLAND DOCKS

SOUTH SHORE

DESCRIPTION

The docking system consists of:

- (3)- separate dock systems (from left to right -#1 thru #3 –refer to aerial view)
- #3 dock system (new) is not shown on aerial view (located in front of concession bldg.)
- Approx. 8’/12’x180’ crib/timber pole dock -#1
- Approx. 12’x60’ pipe pile shore deck -#2
- Approx. 12’x100’ pipe pile shore deck -#3
- (2)- 8’x12’ walkways
- (2)- 8’x20’ wood frame floating docks
- (2)- 8’x16’ wood frame floating docks

DEFICIENCIES

- System #1 is unlevel, rotting and deteriorated
- Missing (1) deck plate and bolt for walkway on system #2

RECOMMENDED REPAIRS

- Demo and replace system #1 with new pipe pile construction –same dimensions
- Replace missing deck plate and bolt on walkway

ESTIMATED COSTING (CLASS “C”)

The estimated cost to remediate all recommended repairs as noted above:

- System #1 -\$100,000
- Deck plate -\$50
- **Total** -**\$100,050**

CONEY ISLAND DOCKS

SOUTH SHORE -CONT'D

PICTURES



GARROW PARK DOCKS

DESCRIPTION

The docking system consists of:

- Approx. 8'x35' crib shore deck
- (1)- 8'x48' wood frame floating dock -main
- (1)- 8'x33' wood frame floating dock -finger

DEFICIENCIES

- Wood frame docks have blue Styrofoam billets
- Some decking is weathered and worn
- System doesn't have proper walkway from shore deck to floater

RECOMMENDED REPAIRS

- Replace all blue Styrofoam billets with foam filled rotationally moulded plastic billets
- Replace decking as required
- Install new walkway from shore deck to floater (8'x10')

ESTIMATED COSTING (CLASS "C")

The estimated cost to remediate all recommended repairs as noted above:

- Billets -\$8,000
- Decking -\$2,000
- Walkway -\$2,500
- **Total -\$12,500**

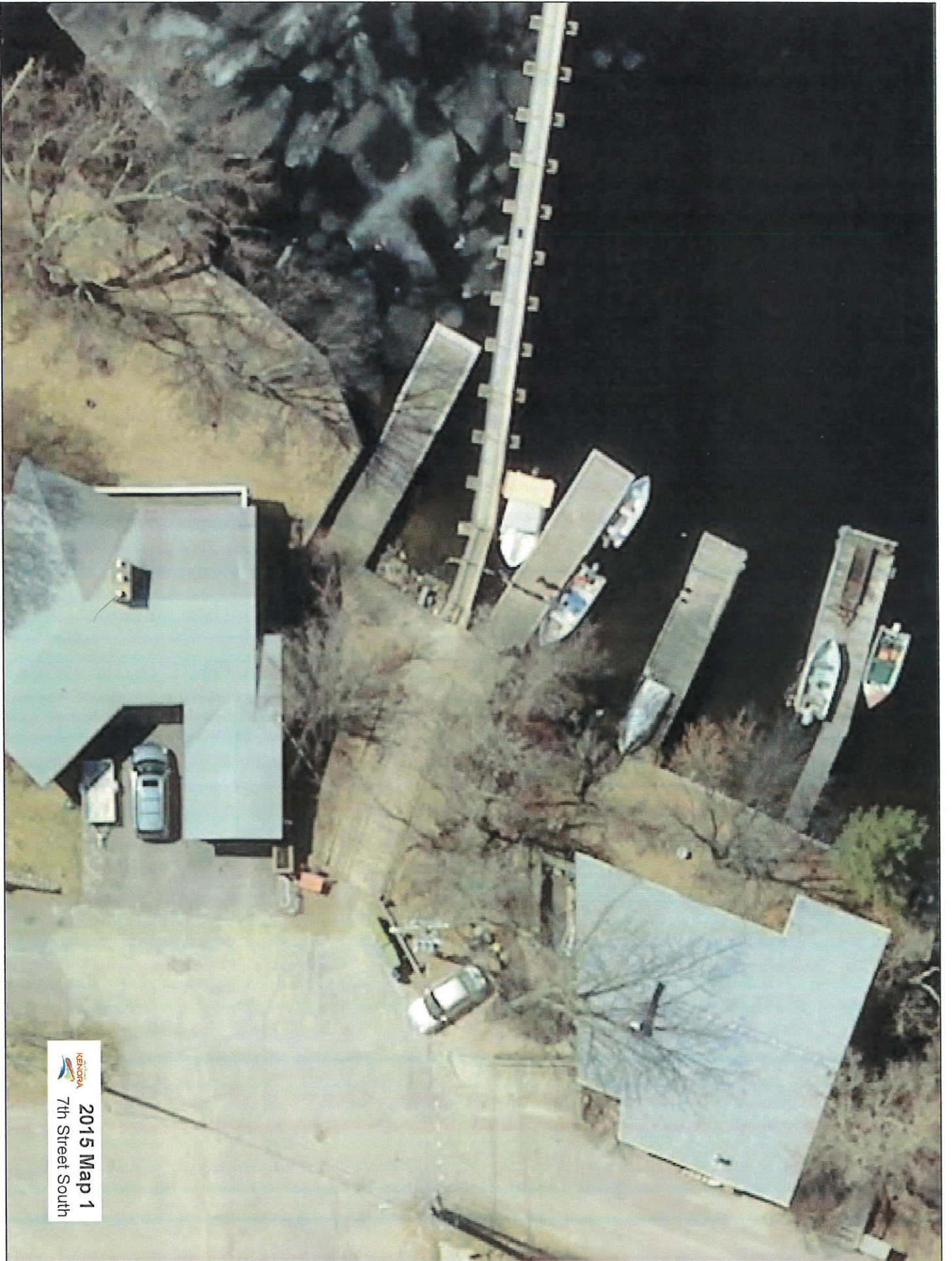
PICTURES



SCHEDULE "A"
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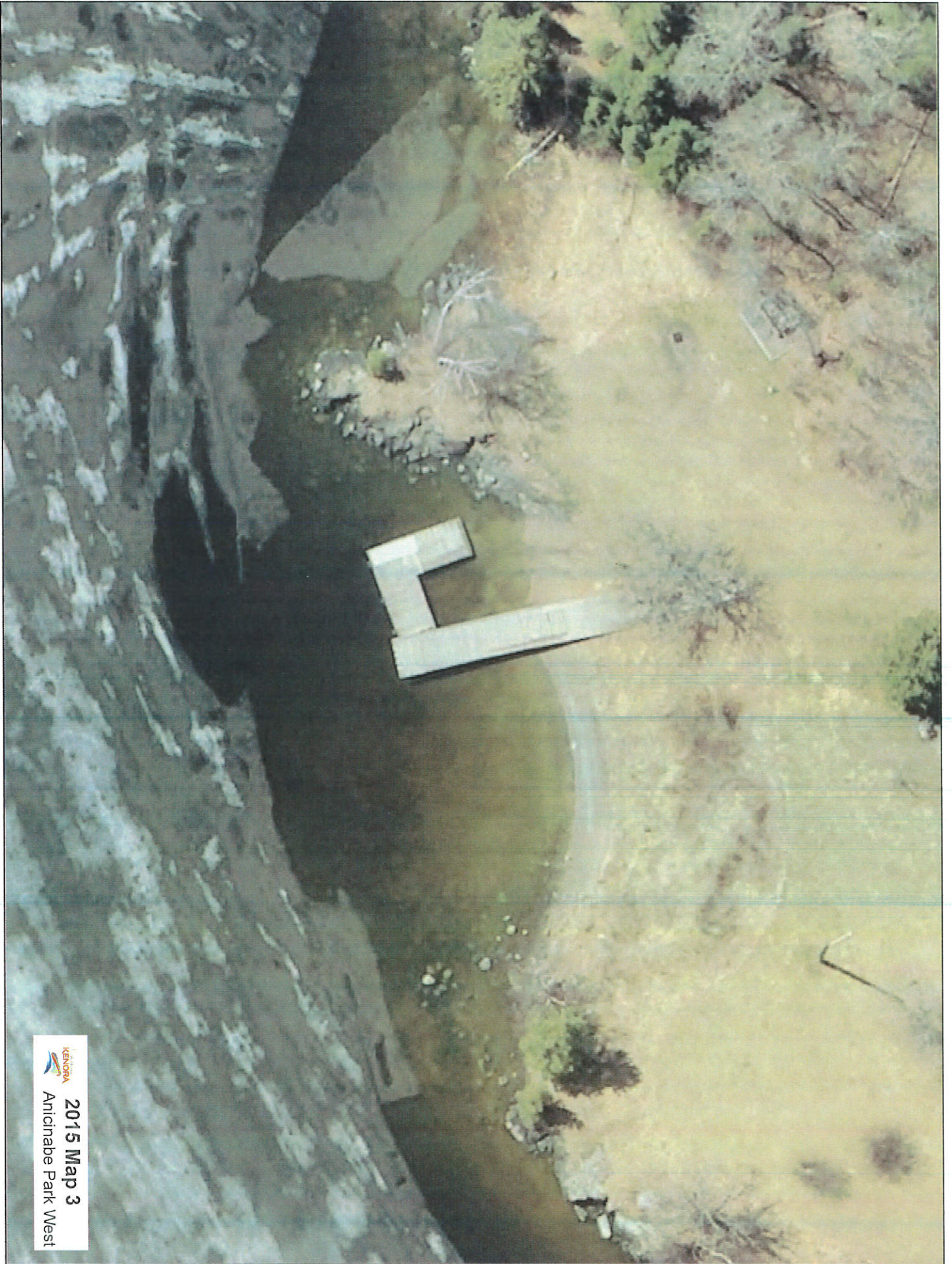
Location and Detail Maps

1. 7th Street South
2. Anicinabe Park Boat Launch
3. Anicinabe Park West
4. Bay Road
5. Coney Island Beach
6. Coney Island North
7. Harbourfront
8. Keewatin Beach
9. Keewatin Arena
10. Keewatin Wharf
11. Kenora Recreation Centre
12. Main Street South
13. Matheson Street South
14. Water Street
15. Water Treatment Plant
16. Discovery Centre
17. Harbourfront Mooring Balls
18. Winnipeg River Boat Launch

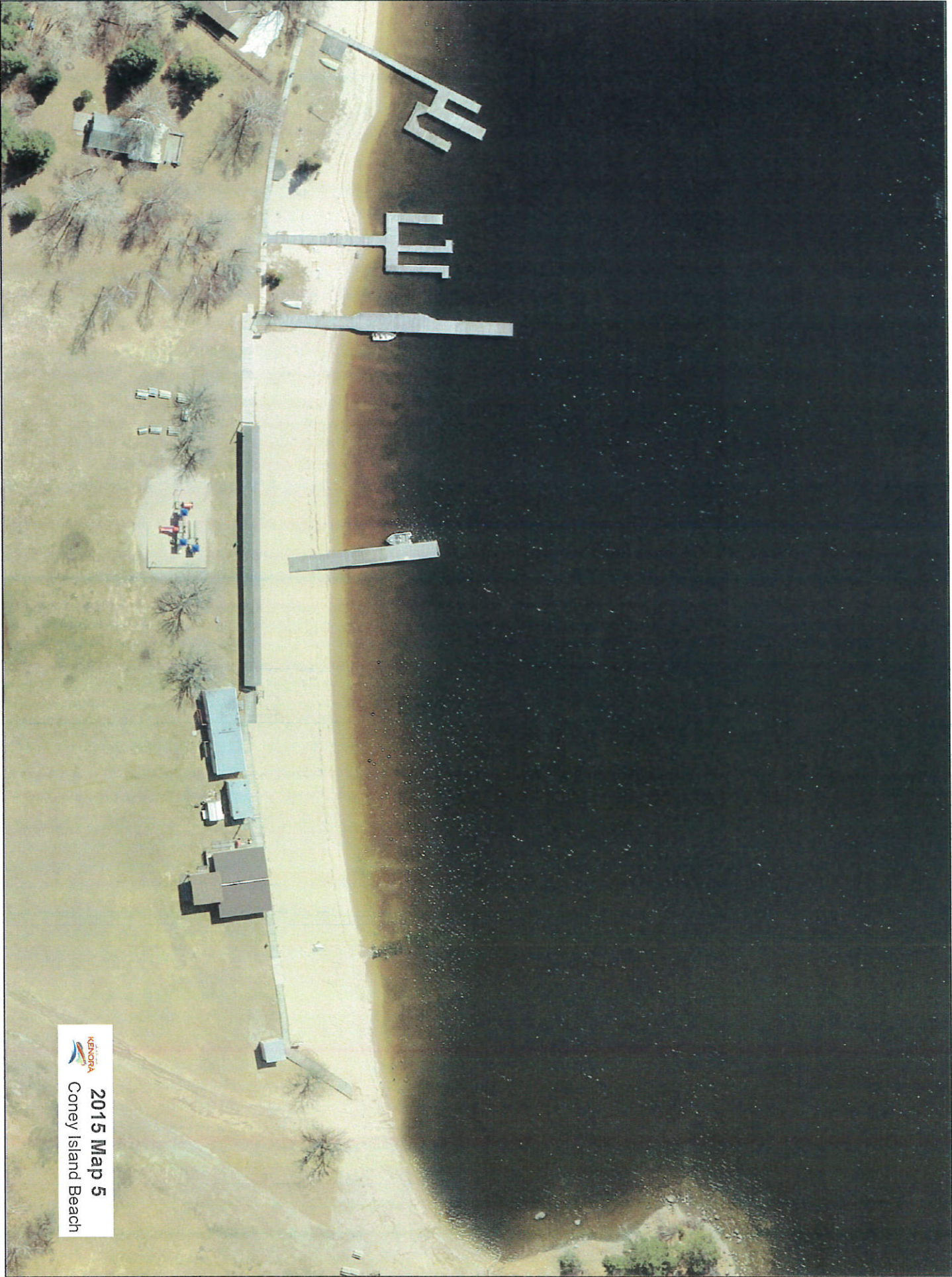




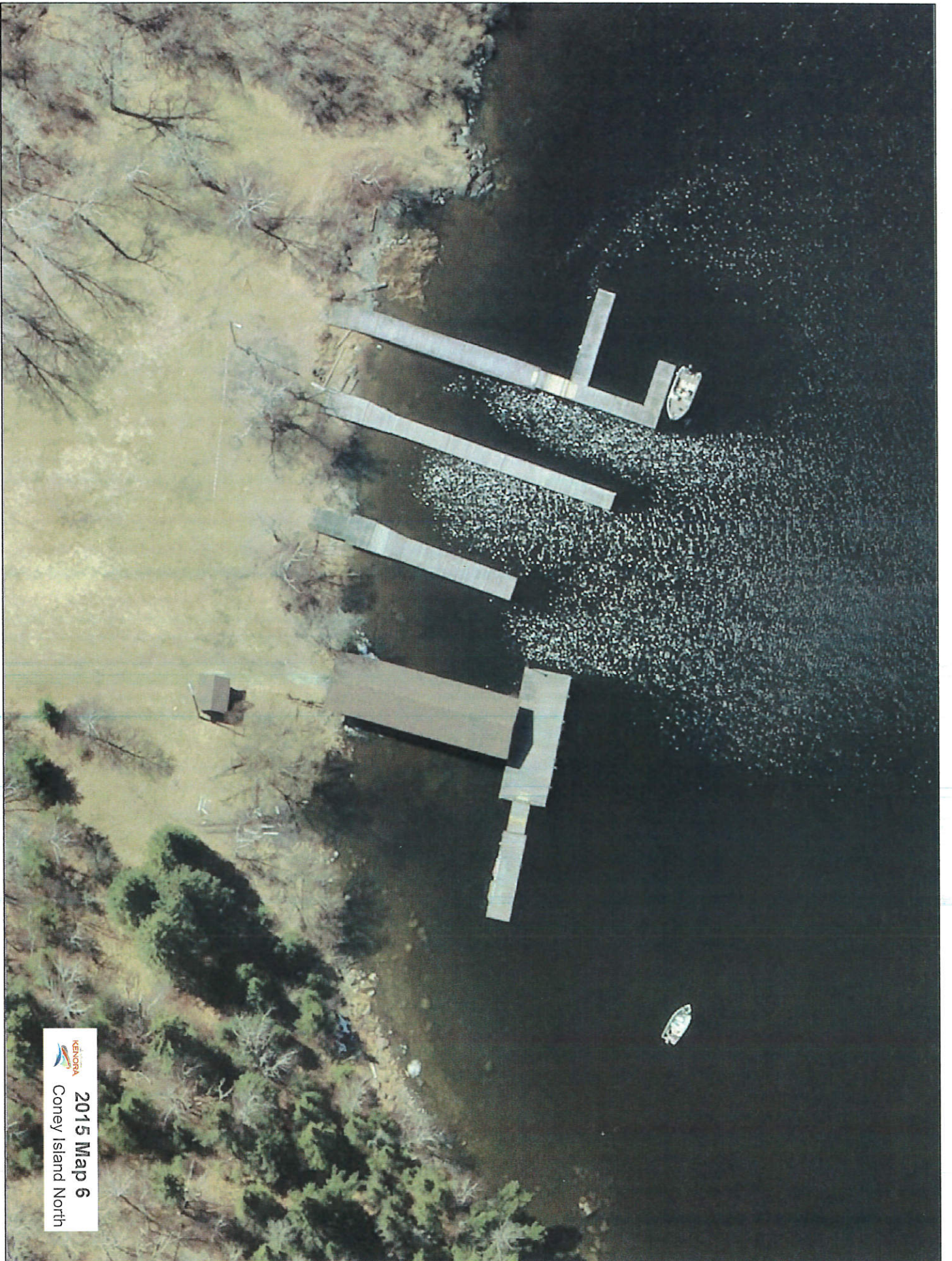
 **2015 Map 2**
Anicinabe Boat Launch



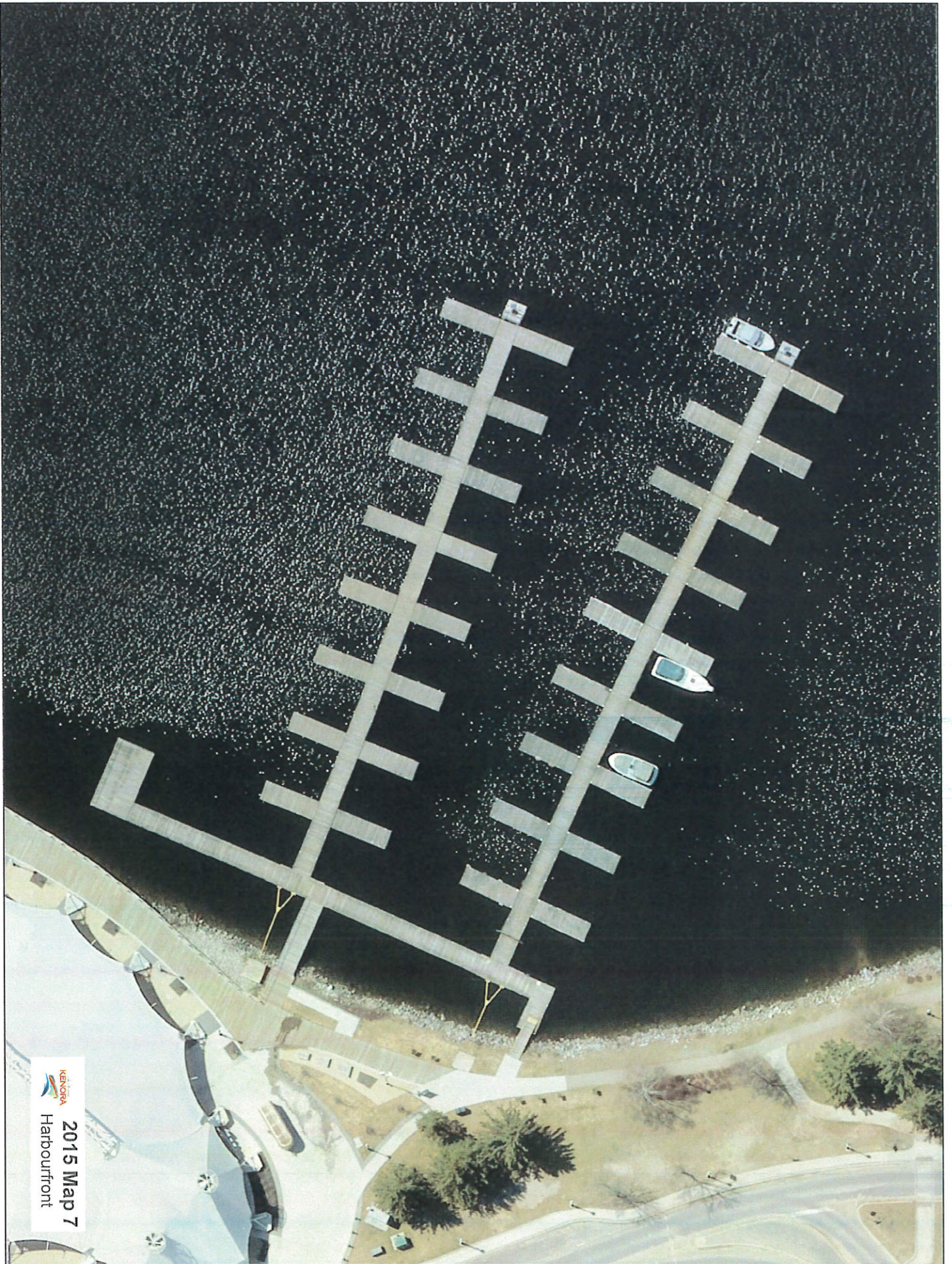




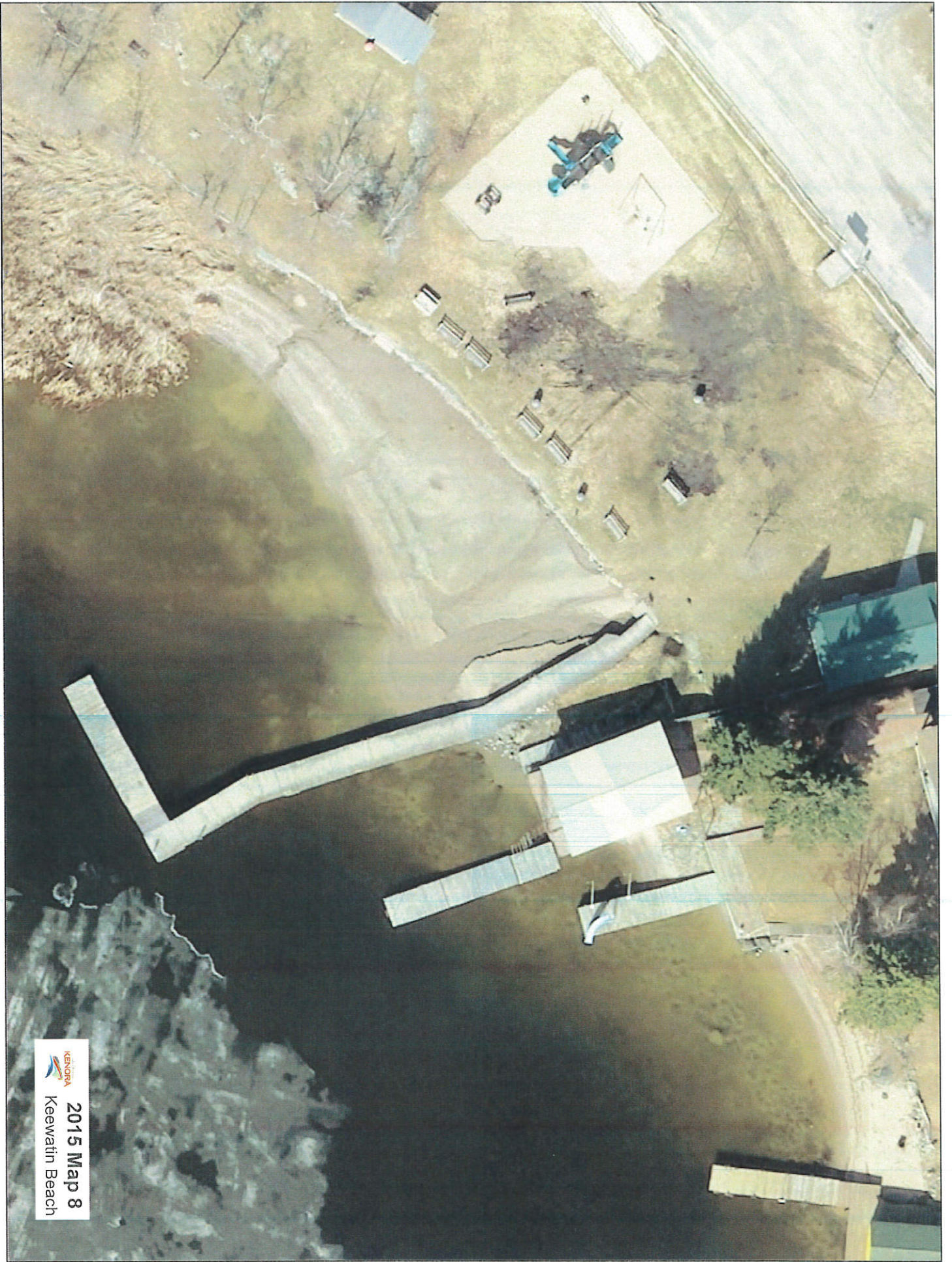
2015 Map 5
Coney Island Beach

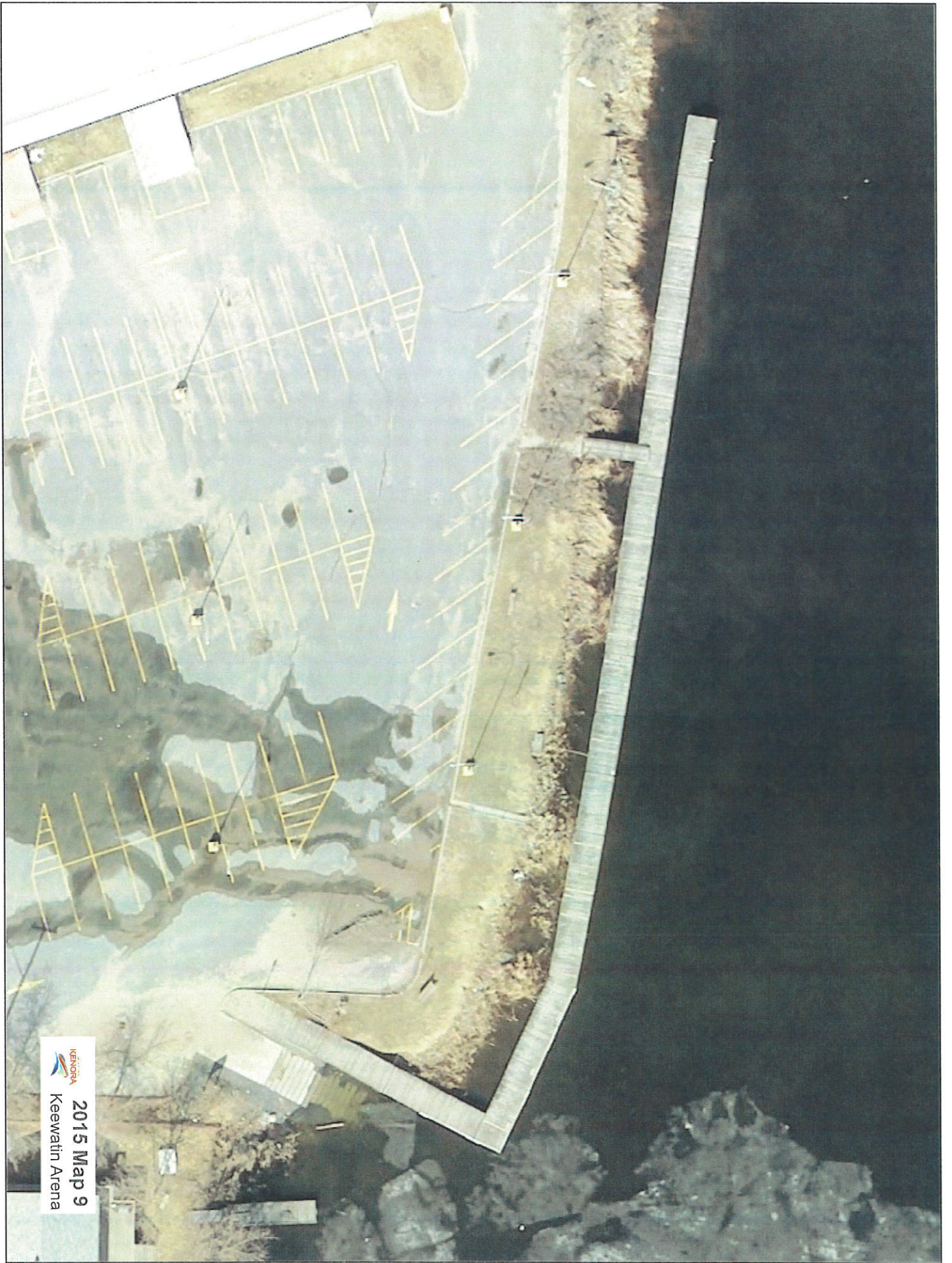


2015 Map 6
Coney Island North



 **2015 Map 7**
Harbourfront






2015 Map 9
Keewatin Arena

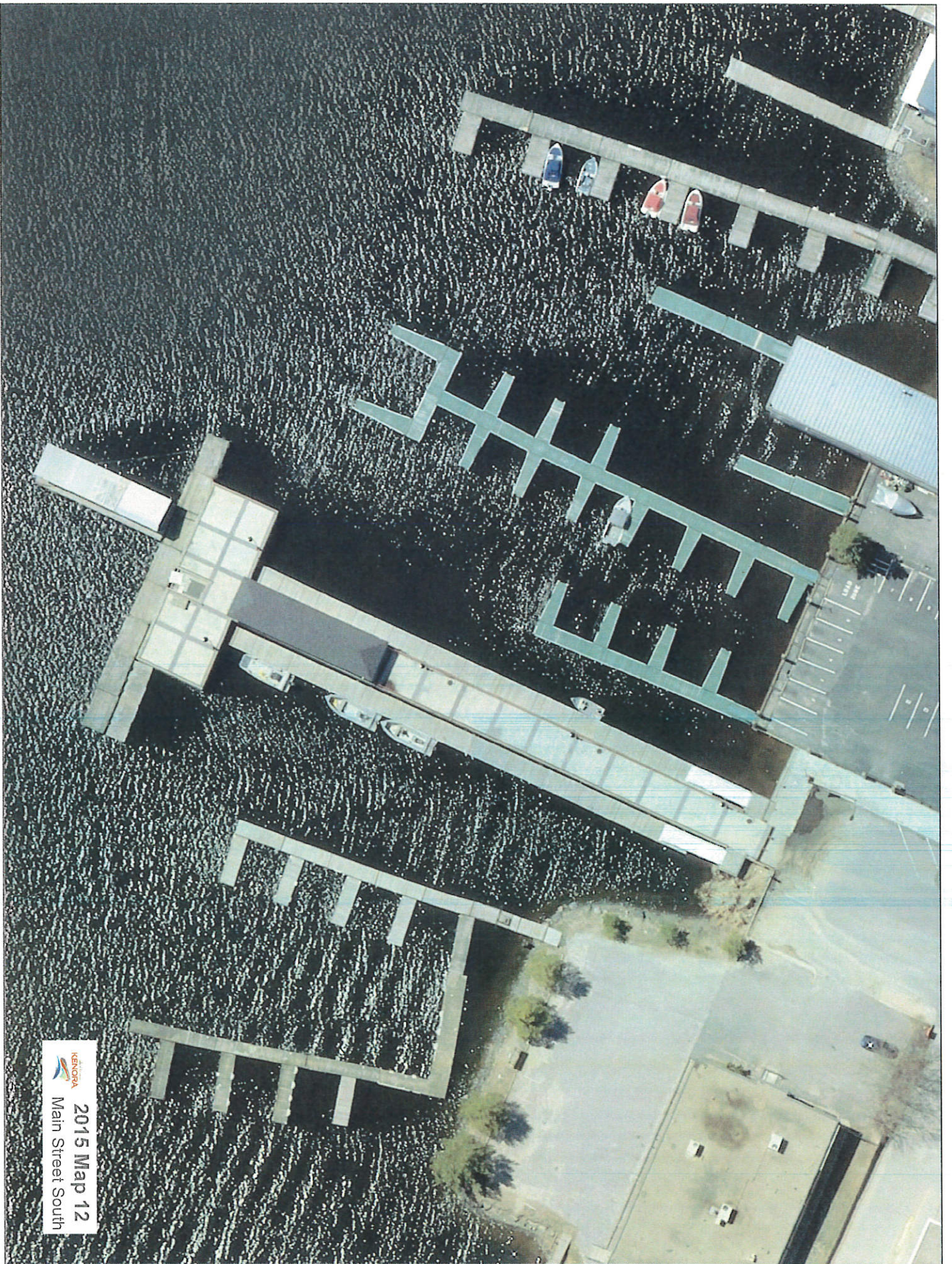


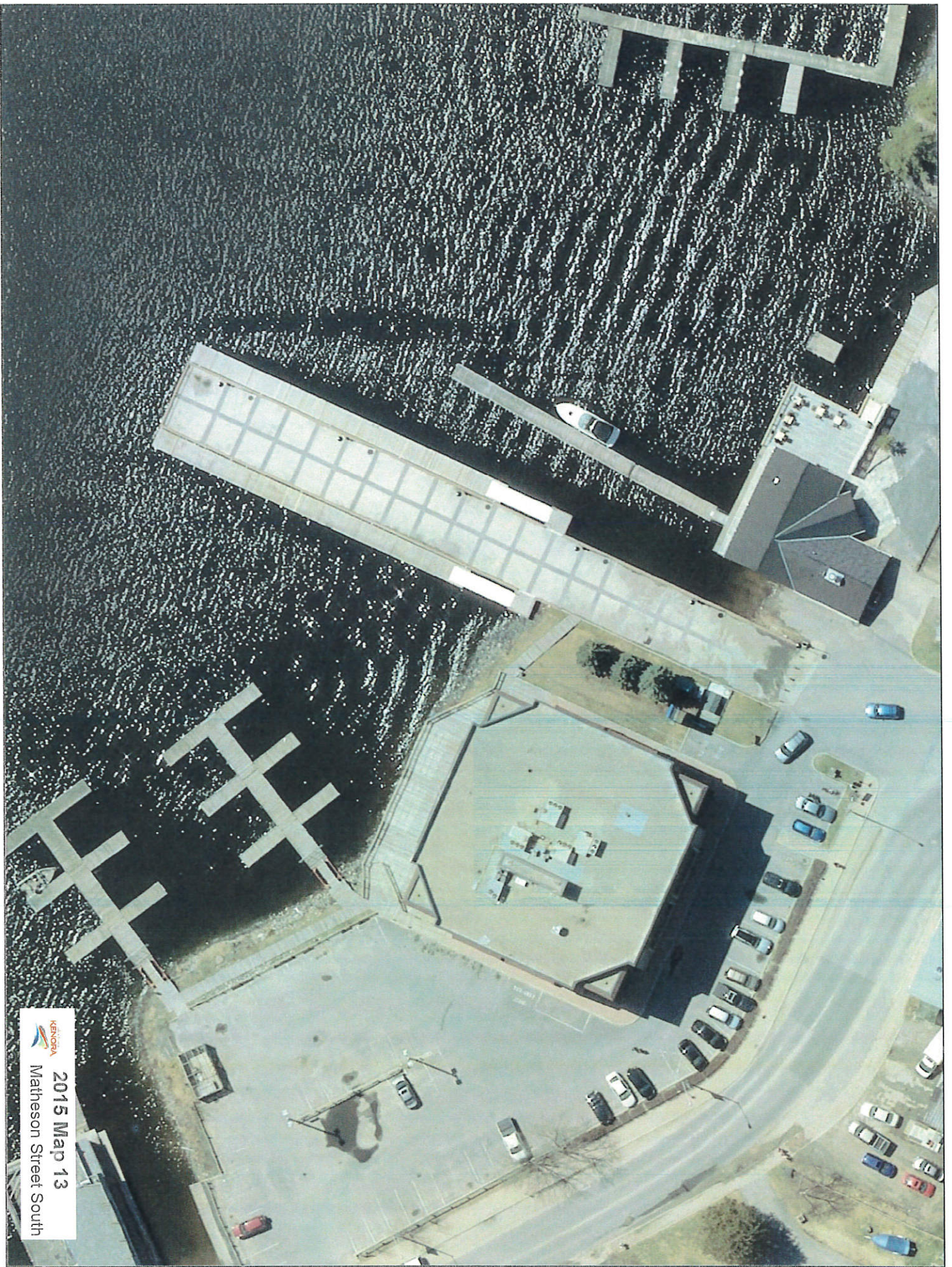
Tenth St.

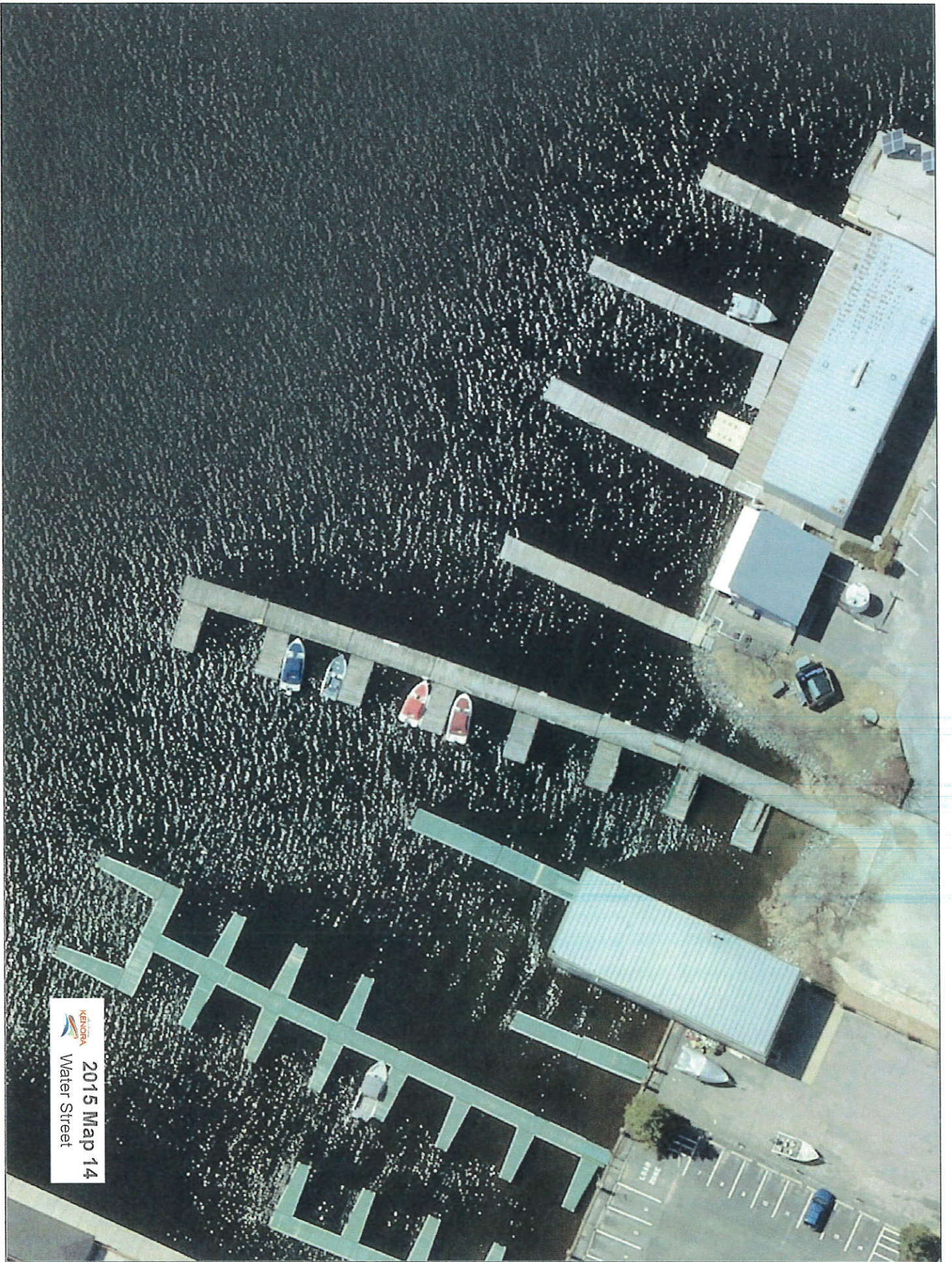


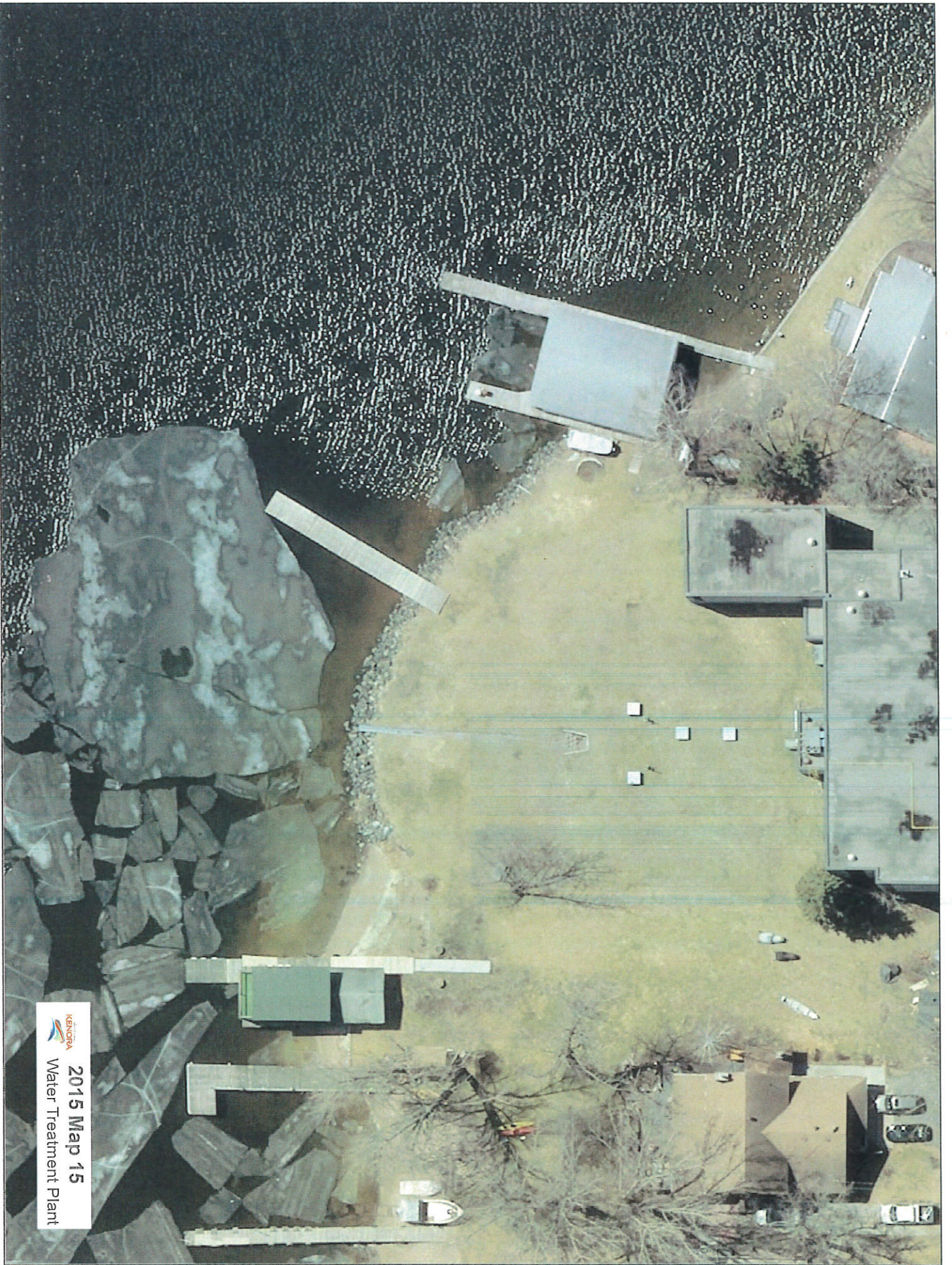



2015 Map 11
Kenora Recreation
Centre

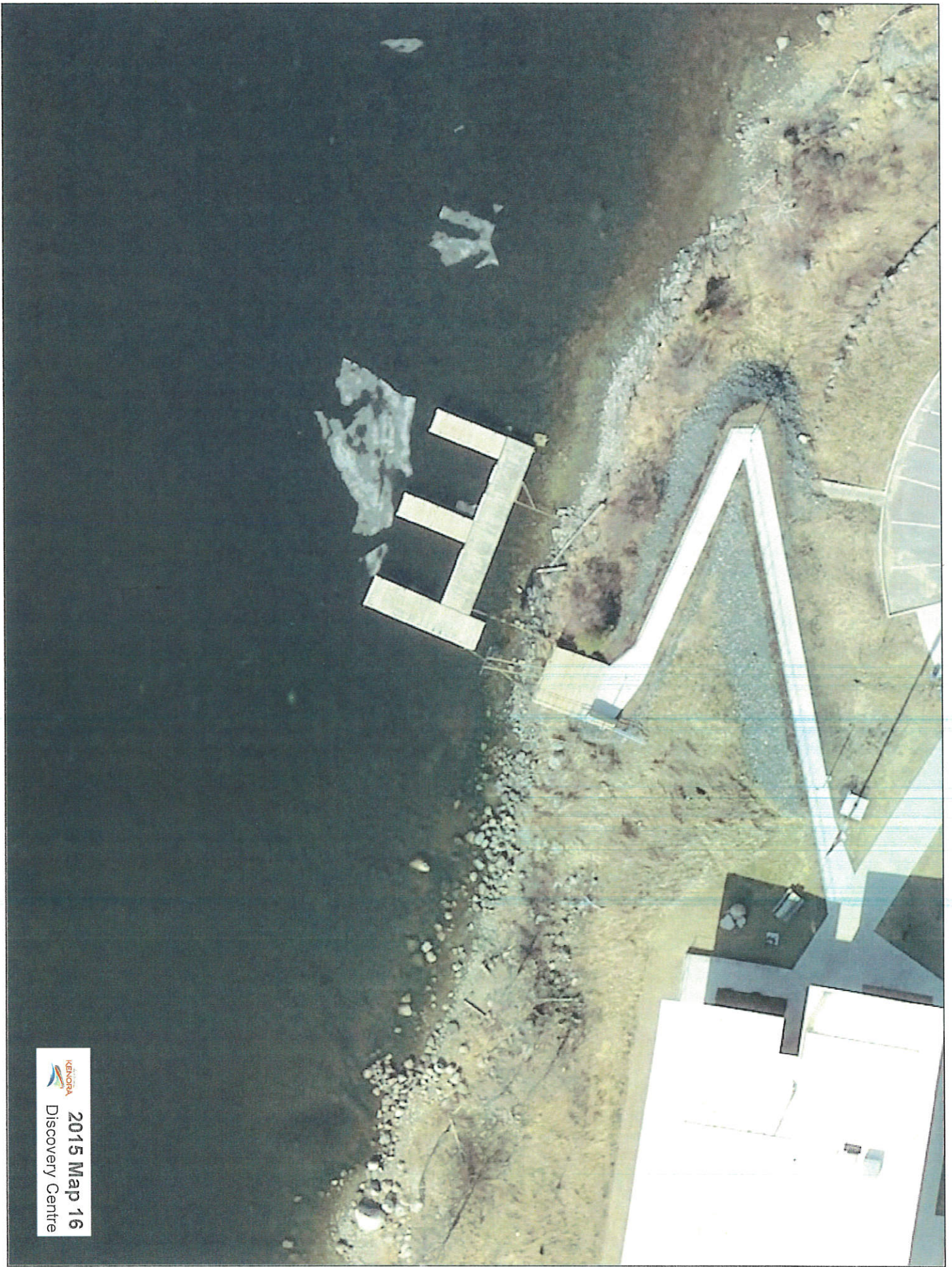


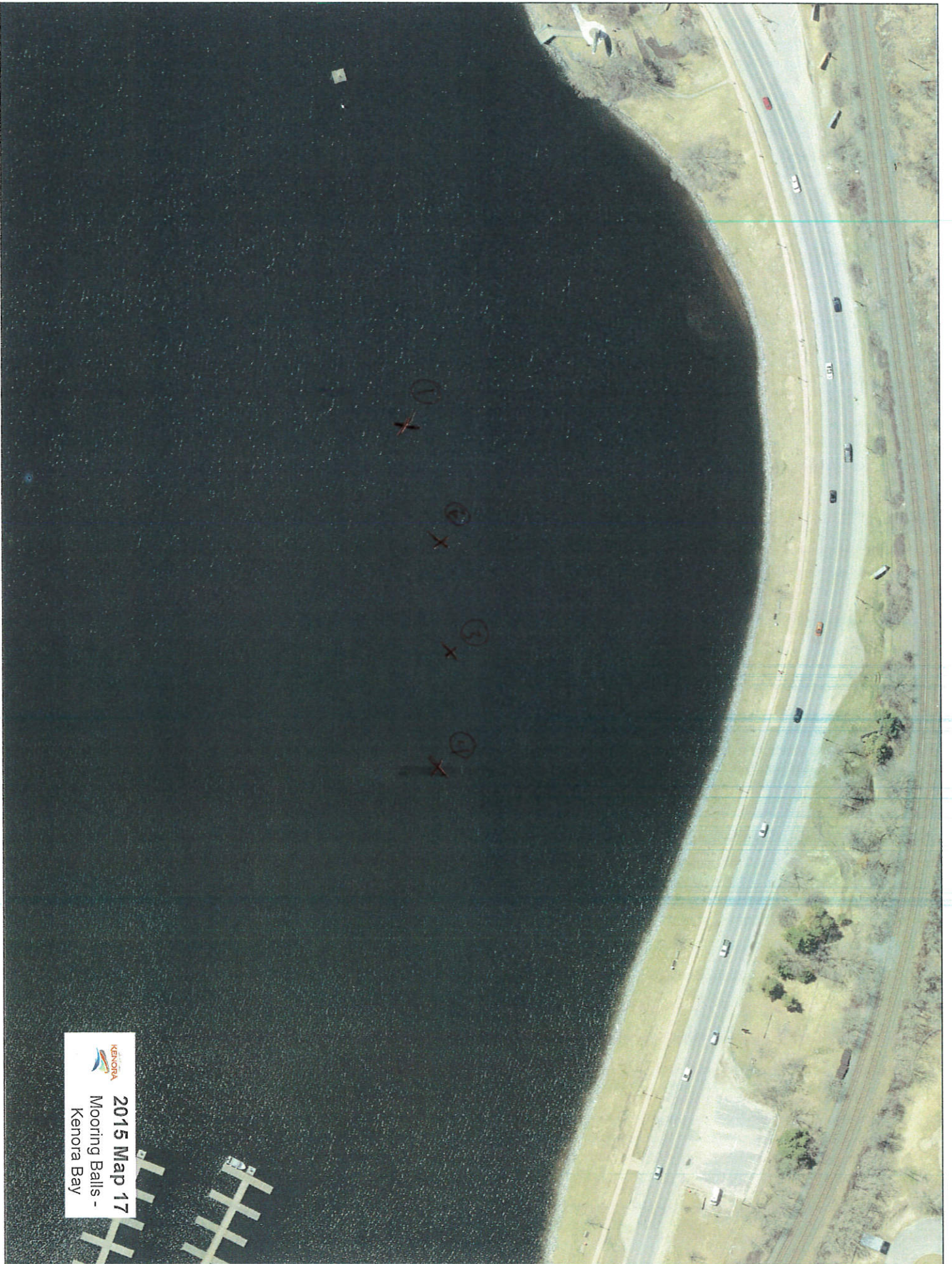






 2015 Map 15
Water Treatment Plant






2015 Map 17
Mooring Balls -
Kenora Bay



February 2, 2016



City Council Committee Report

TO: Mayor and Council

FR: Colleen Neil, Recreation Team Leader
Casey Pyykka, Community Program Liaison

RE: 2015 Recreation Department Year End Report

Recommendation:

That Council receives the year-end report regarding the City of Kenora's Recreation Department's program and facilities.

Background:

The Recreation Staff is to provide regular reports to Council incorporating program usage that identify trends and value to the taxpayer.

This report covers the year of 2015 and provides statistics developed and tracked for the facilities.

Strategic Plan or other Guiding Document:

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



**KENORA
RECREATION
CENTRE**
welcome to wellness

Recreation Services Department Year End Report

Year 2015

Welcome to Wellness

CITY OF KENORA

Edge of the Woods

KENORA





KENORA RECREATION CENTRE

welcome to wellness

Recreation Services Department

Welcome to Wellness

This report has been generated based on the activities and data collected during the period of January 2015 – December 2015.

Participant Visits by Activity

ACTIVITY	January – December 2015	2014 Year End
Lane Swim	8262	7924
Tot Swim	4932	4173
WaterFit	5206	5503
GentleFit	2132	1914
Schools	15888	13546
Public Swims	19836	21586
Family Swims	1822	757
Rentals	3273	3856
Swim Lessons	4092	4283
Adult Lessons	321	283
Life Saving Society Programs	530	971
Special Olympics	370	326
Kenora Swimming Sharks	5348	7968
Other (Special Programming)	1571	1014
Hot Tub	16187	13514
Pool Totals	89,770	87,618
Walking Track	10841	12606
Open Ice	2713	1706
Fitness Centre	53184	45164
Group Fitness	6538	7343
Facility Total	163,046	154,437

Facility Rental Hours

Facility Booking in Hours	January – December 2015	2014 Year End
Thistle Rink	2921.25 Hours	2853.25 Hours
Keewatin Memorial Arena	1868.5 Hours	2651.75 Hours
Recreation Facility Meeting Rooms	4792.92 Hours	4800 Hours

Membership and Package Sales

Membership Type	January – December 2015	2014 Year End
Annual	175	194
Post-Secondary	77	87
90 Day	668	590
10 Visit Passes	485	540
25 Visit Passes	1331	1323
Instructional Program 10 and 25 Visit Passes	163	173
Personal Training	52	76

Parking Revenue

Parking Duration	January – December 2015	2014 Year End
Seasonal (\$390)	8	7
Month (\$130)	12	9
Week (\$35)	230	218
Overnight (\$7)	1022	1194

Ball Diamond Rentals

Ball Diamond Bookings in Hours	January – December 2015	2014 Year End
Kenora Recreation Centre	958.5 Hours	872 Hours
Millennium Park (A&W)	264.5 Hours	338 Hours
Kenora Central Park	170.5 Hours	290 Hours
Portage Bay (Keewatin)	294.5 Hours	203 Hours
Co-Op Ball Diamonds (Jaffray Melick)	323.5 Hours	344 Hours
Total	2011.5 Hours	2047 Hours

Special Events

L.O.W. Girls Minor Hockey (Bantam/Midget)	“AA Bantam”
L.O.W. Girls Minor Hockey (Rep Tournament, Atom/Peewee/Bantam)	Sunset Regional Inner Club Figure Skating Competition
Travelers Provincial Curling Championship	Casey’s Men’s Tournament
L.O.W. Boys Minor Hockey (PeeWee)	L.O.W. Boys Minor Hockey (Bantam)
L.O.W. Boys Minor Hockey (Atom)	Ontario Provincial High School Girls Championship
Ham n’ Egger Men’s	3 on 3 Kids Fundraiser
Alzheimer Awareness Information Booth	North American First Nations Tournament
Lake of the Woods Girls Hockey Annual Banquet	Kenora District Chamber of Commerce Home and Leisure Show
Lake of the Woods Minor Hockey Association Annual Banquet	LOW Shrine Circus
It’s a Dog’s Life craft/yard/bake sale	OPP Bike Rodeo
Gun Show	Kenora Agricultural Society – Agricultural Fair
Staff Appreciation BBQ	All Breed Championship Dog Show

Safe Grad	Re-New2 Transition Initiative: Shred Kelly Concert
Jays Care/Right to Play	Hockey Canada – Hall of Fame
Transition Initiative Kenora	Mass Registration – Whitecap Pavilion
AA Atom Thistle Hockey	Lake of the Woods Girls Hockey (Novice, Atom, Pee-wee)
AA PeeWee Hockey Club	Girls Highschool Hockey

Programs / Activities

Winter 90 Day Fitness Challenge	28 participants
January Fitness Classes	31 group fitness classes
Attended Keewatin-Patricia District School Board Symposium for Kindergarten	January 25 at Beaver Brae School
P.A. Day Activities – January 30	David White: Karate 13+ Open Hockey Public Skate 1:00 – 5:00 pm Family Swim Public Swim
February Fitness Classes	29 group fitness classes
2 For the price of 1 Swim or Gym – February 14	Fitness Centre; Pedal & Pump; Tot Swim; Leisure/ Lane Swim; Open Swim
Family Day – February 16	Fitness Centre; Group Fitness Classes – 50+ Fitness, Tai Chi, Body Sculpt; Parent & Tots, 14+ Open Hockey, Family Skate; Lane Swim, Waterfit, GentleFit, Tot Pool, Family Swim, Leisure Swim; Free Public Skate and Swim
March Fitness Classes	30 group fitness classes
Dive-In Movies	January 23 – Eight Below February 20 – The Lion King March 20 – Rango April 24 – Hop May 22 - Smurfs
March Break	– Adventure Day Camps (March 16 – 20) ~ 27 participants over the five day camp Mexican Fiesta - daily swims and skates
Lifesaving Society Area Chair Conference March 27 - 29	Casey Pyykka Attended.
COPD Program	March – December; 2 different groups participated

Survival System Training	March 22 - 23 September 25
April Fitness Classes	29 group fitness classes
Kenora Swimming Sharks Swim Meet April 11 – 12 th	KSS NWO Open Swim Meet
P.A Day Activities – April 24 th	\$3 Family Swim \$3 Super Soaker Public Swim
May Fitness Classes	30 group fitness classes
H.I.T.T WaterFitness Class	7 week program May 13 – June 25
Welcome to Kindergarten	Participated in Welcome to Kindergarten Pope John Paul – May 14 Saint Maguerite Bourgeois – May 20 St. Louis – May 28
10K/10 hr Community Challenge – May 29 th	Participated in a Dunk Tank to raise money
June Fitness Classes	28 group fitness classes
P.A Day Activities – June 6 th	Family Swim Public Swim
Summer Day Camps	Awesome Adventures Week 1 July 6 – 10 th ; 17 participants Week 2 July 13 - 17 th ; 41 participants Week 3 July 20 th – 24 th ; 35 participants Week 4 July 27 – 31 st ; 35 participants Week 5 August 4 – 7 th ; 26 participants Week 6 August 10 – 14 th ; 36 participants Week 7 August 17 th – 21 st ; 31 participants
Outdoor Swim Lessons	Garrow July 20 – 31 st ; 25 participants Keewatin August 10 – 21 st ; 21 participants
July Fitness Classes	16 group fitness classes
Minto Fest	July 29 th
August Fitness Classes	16 group fitness classes
September Fitness Classes	32 group fitness classes
H.I.T.T WaterFitness Class	Continuous program starting September 14 th
Attended the Safe Communities Kenora 3 rd Annual Safety Night	September 15 th under the White Cap Pavilion
October Fitness Classes	26 group fitness classes
P.A Day Activities – October 30 th	\$3 Public Skate \$3 Family Swim \$3 Public Swim
November Fitness Classes	26 group fitness classes
Kenora Swimming Sharks Swim Meet – November 7 – 8 th	Fall Invitational Swim Meet

P.A Day Activities – November 30th	Sports Day Family Swim with games Public Swim with games Public Skate with games Youth TRX
December Fitness Classes	26 group fitness classes
Pre-Registered Fitness Classes	Couch to 5K Fitness Challenge Free to Move Intro to Strength Mom & Babe Learn to Run Pilates Yoga
Free Sponsored Swims:	February 16 (Family Day) – Royal Lepage March 7 (Winter Carnival) – RBC March 18 - Kenora Anishinaabe-kweg Aboriginal Head Start Program May 10 - Firefly December 31 – Rotary Club New Year’s Eve Swim

Staff Training

January 27 – EAP	Attended: Colleen Neil
February 3 – Staff Forum – Clear Logic	Attended: Colleen Neil
February 25 – Ergonomics Training	Attended: Megan Derouard, Melodie Bouchard, Casey Pyykka
March 4 – Smoking Legislation in Ontario Parks & Open Spaces	Attended: Colleen Neil
March 19 – Stephen Couxy - Webinar; Trust	Attended: Colleen Neil
May 13 – WSIB Clearance Certificate	Attended: Colleen Neil
May 19 - Summer Student Orientation	Attended: Alixis Grano, Jillian Reid, Sarah McDonald
May – Basic Refrigeration	Attended: Kevin Mitchell

May 21 – Fitness for Breath – Canadian Lung Associations.	Attended: Jenn Meyers & Colleen Neil
May 28 – LAS Energy week	Attended: Colleen Neil
June 4 – Supervisory Training	Attended: Darby Spicer, Casey Pyykka
June 18 August 24 September 14 November 24 November 26	Attended: Casey Pyykka, Aaron Eisler, Colleen Neil Clearlogic, Managers & Supervisors
June 24 – Trillium Funding/Grant Training Session	
September – Certified Pool Operators Certificate	Attended: Al Wilcox
Standard First Aid Course	Attended: Al Wilcox & Aaron Eisler
October - Attended the Water Safety Instructor Trainer Course in Winnipeg	Attended: Darby Spicer Certified.
November 10 – 13 - PRO Aquatic Conference in Muskoka	Attended: Casey Pyykka
November 16 – Clearlogic Front line Staff	Attended: Darby Spicer
Nov – Dec - Basic Certification course through the Public Services Health and Safety Association	Casey Pyykka & Aaron Eisler
December 2 – ORFA – Facilities Operational Forum	Attended: Colleen Neil

Aquatic Centre

In addition to regular scheduled programs and activities, the Aquatic Centre has seen an increase of pool use by local schools. Both Beaver Brae Secondary School and St. Thomas Aquinas High School incorporated Waterfit into their curriculum. King George VI Public School has been renting pool space at least twice a month as part of their recreation program. There has also been an overwhelming number of students that have participated in school lessons during this year. This is the first year that the pool has had to accommodate both the catholic and public school board for school lessons. The Kenora Recreation Centre has outreached to the First Nations Community to participate in Swim to Survive. A new program was offered from the Lifesaving Society, Safeguard and was brought forward to day camps, summer camps and groups working with children around the water.

We have also provided instruction on some basic swimming skills to clients of NorCare who regularly rent the pool. A unique rental during this period included helicopter training where personnel simulated a helicopter crash in the water. Private lessons have seen an increase in interest, in addition to the regular scheduled instructional programs. Specialized courses for Bronze Star, Bronze Medallion and Bronze Cross and Assisted Water Safety Instructor were also provided.

In 2014, the Aquatic Centre was successful in obtaining a two (2) year grant through the Ministry of Tourism, Culture and Sport where one of the major components of the funding program is to provide physical literacy within the community. With assistance of the grant program, it will assist in barrier reduction for achieving Lifeguard and Swim Instructor Certification. The goal of the project is to offer pre-requisite lifeguard training, for free, to 128 youth to ensure a feeder group is established to maintain aquatic safety and programs for the community. The success of the project has already been met with seven (7) new students being hired as municipal staff.

Fitness Centre

Fitness For Breath (COPD Program)

Fitness for Breath is an innovative exercise maintenance program for people with chronic lung disease. It will be launched in communities across the province over the next two years. This program is supported by a grant from the Ministry of Tourism, Culture and Sport. It is based on a successful pilot project that has been running for the past 1.5 years at the Abilities Centre in Whitby, Ontario. The goals of the project are to:

- Encourage inactive seniors and older adults to become active for life;
- Improve participants' activity and daily function;
- Provide an accessible and safe exercise environment; and
- Strengthen the community recreation sector.
- Participants will learn the importance of staying active for life and the health benefits of exercise.

In partnership with the Northwestern Health Unit this program has held two separate courses and received great success and feedback from the clients.

Facility Maintenance Projects 2015

- Removing all boards and glass from Keewatin Arena (March)
- Ice Prep for Curling – ice back to arena standards
- Replacement and renovations of ice pads, board and glass to the Keewatin Memorial Arena (May – Oct)
- Keewatin Arena Dehumidifier repair
- Keewatin Arena plant room door replacement
- Keewatin Arena plant room air intake duct
- Dryotron “dehumidifier” to the aquatic center breakdown (September – January 2016) – Complete compressor replacement
- East Dressing room sewer backup (July)
- West side sewer backup due to sewer drain failure. Open up floor in back west dressing room for repair
- Installation of safety railing guards and safety gates to Zamboni ramp area
- Accessible lift to arena floor – TSSA approved
- Sauna Repair (August) Replacement of complete sauna boards and rewiring
- Filter media replacement and filter rebuild to one of the hot tub filters

Coming Soon

Maintenance:

- Tile project to the pool deck
- Complete removal of original leisure pool base paint
- Hot tub railing replacement
- Replacement of pool basement stairs
- Change room tile project for shower stalls in women’s and family change room
- Show shelter for east side fire lane arena

Strategic Plan

In May 2015 the City started to roll out its organizational review changes. The Recreation Department and Property Planning Department will be done in September. In September the City began implementing the changes to the Recreation Department and Property Planning department and we became The Community and Development Services. Managers and supervisors attended Clearlogic training throughout the months in September – December 2015.

In December the Recreation Team set out priorities and did 3 goals that we could best accomplish. Develop our Economy, Strengthen our Foundations and Focus on our People.



How did Council help us accomplish our goals?

Council supported our team in reaching our goals by approving:

- Facility Rate increase; room rentals, baseball & grounds rental, storage fees, pool and fitness rates.
- Budget approvals for the Keewatin Memorial Arena
- Budget approvals for the Dectron Repairs
- Budgets to approve for business case for potential Even Centre
- Ice allocation Policy
- Sponsoring Right to Play/Jays Game event
- Safe Grad
- Minor baseball joint use agreement
- Sportsplex joint use agreement
- Community Club Request and Granting
- Supporting Rowing even on Rabbit Lake.



January 26, 2016

City Council Committee Report

To: Mayor and Council

**Fr: Melissa Shaw, Planning Assistant
Heather Gropp, Tourism Development Officer**

Re: Improvements to the Kenora Rowing Club Facilities

Recommendation:

That Council authorizes a funding application to NOHFC in the amount of \$440,000 for improvements to the Kenora Rowing Club facilities and access to the building via Rabbit Lake Trail; and further

That Mayor and Council consider the inclusion of the Kenora Rowing Club and Garrow Park paving requirements in the 2016 capital budget.

Background:

City Council endorsed a staff recommendation presented at the Committee of the Whole meeting Tuesday, Jan, 14, 2014 to approve in principal the proposal put forward by the Kenora Rowing Club, the Manitoba Rowing Association and 2017 Host Society of the Canada Summer Games.

Canada Games 2017 CEO Jeff Hnatiuk and co-chair Hubert Mesman met with members of Council, City staff, and Kenora Rowing Club representatives at Lake of the Woods Discovery Centre on Wednesday, September 16, 2015. Their presentation focused on the impact the games will have the City of Kenora. The Games' 50th Anniversary in 2017 provides a unique opportunity to celebrate the Games' historic accomplishments, when the City of Kenora will host over 300 athletes, 16 officials and hundreds of spectators for the rowing events to be held at the Rabbit Lake Rowing Club venue over five days, from July 28- August 5, 2017.

There are considerable preparations that any community must endeavor to take when hosting a national caliber event, such as the Canada Summer Games. The 2017 Canada Summer Games Host Society (Winnipeg) Committee has provided the Kenora Rowing Club (KRC) with a Budget \$264,500 for site specific improvements to the venue. Provincial funding grants will allow the opportunity to leverage these funds to ensure that our facilities are not merely adequate, but rather exceptional as a host community. Many of the improvements included in this request will not only benefit the Kenora Rowing Club but also they will serve as a legacy for the community and will be enjoyed by our citizens on a future basis. The infrastructure will enhance our offerings as a 365 day destination/lifestyle community.

The Kenora Rowing Club is a small not-for-profit volunteer based organization, with limited financial resources, their ability to be the proponent on such a large scale proposal is limited. Given the mutual benefit and significant synergies between the Kenora Rowing Club and the City of Kenora on this project, the request is for approval that the City of Kenora takes the lead in the development of the NOHFC funding application using their \$264,500 as matching funds.

Initial discussions with NOHFC staff have indicated that both this project and the direction to have the City as the proponent are favorable.

As a result of this project going forward the following improvements will be made:

- A network of new docks used by the KRC for regattas will be worked into the development and design of the extension of the Rabbit Lake Trail, as fishing pier/ bird watching location and to provide educational resources.
- The extension of a 1.5 km (approx.) accessible trail, off the existing Rotary Way. The development of this trail extension will provide alternative spectator site, increased visibility of the rowing route, and most paramount to the games, will serve as an alternative emergency access route for the venue start line and rowing course.
- Improved paving and drainage immediately around the Kenora Rowing Club site to ensure a uniform seamless top layer for venue, spectator, and athlete access. The paving will mitigate current safety issues for athletes and venue users during the games given the current uneven nature of the surface. The paving will connect The Rowing venue with the existing asphalt at the entrance of Garrow Park to an accessible paved trailhead.
- Improved Club Room into a 3 season training center

The Kenora Rowing Club is situated on a 51.68 acre parcel of City land, known as Garrow Park. The lands are inclusive of Garrow Beach, public washrooms, tennis courts and the trailheads for the Kenora Rotary Way, and Rabbit Lake trail networks.

Kenora Rowing club entered into a 49 year lease agreement with the City of Kenora, (Bylaw No. 12-2002), to operate the premise and building at Rabbit Lake as an International Regatta Site. The lease amount is \$1.00 with the tenant responsible for improvements to the building, Utilities and the taxes. Under the provisions of Part 2 under the lease agreement, the City shall be responsible for road grading on the 2.65 acres of land surrounding the KRC building, which includes approximately 600 feet of shoreline.

It is important to maintain the continuity and accessibility of corridors and adjacent land uses; Garrow Park, Garrow Beach, Kenora Urban Trails. As outlined in the Official Plan section 2.2.8 *Kenora shall provide a range of mobile transportation modes that are accessible for persons of all ages and abilities by connecting people and place through coordinated land use, urban design and transportation planning efforts.* A means to accomplishing this is the objective of *prioritizing public streets, infrastructure, trails, and pathways to facilitate and increase community connectivity and active transportation.* The NOHFC funding application by means of the Canada Games Host Societies (Winnipeg) monetary contribution of \$264,500 as matching funds will enable the City to act as a catalyst for the outlined improvements to the public realm. The Rowing Club has generously partnered with the City of Kenora to ensure that the \$264,500 contribution from the Canada Host Society for the 2017 Summer Games is maximized and provides the City with the opportunity to make additional contributions in order to leverage \$132,000 in provincial funding.

As part of the NOHFC funding application, The City of Kenora is being requested to contribute \$43,500 to support the Rabbit Lake Trail enhancements. These enhancements will extend the Rabbit Lake trail (maintaining accessibility) in order for it to be used as an emergency access route, and to gain access to the starting tower. It will also serve as an additional vantage point for spectators. Post games, this improvement will serve as a legacy for the community and will be enjoyed by our citizens as an accessible recreational trail bringing together elements of wellness, fitness, and natural and cultural heritage appreciation. The Rabbit Lake Trail Expansion has been identified in the Capital Budget as \$100,000 with \$50,000 funding (source NOHFC).

In addition to this, the City of Kenora is being requested to include the paving requirements of the Kenora Rowing Club Facility (attached) in their 2016 paving contract. Initial estimates from the Kenora Rowing Club have come in at \$125,000 from Pioneer Construction (attached). A requirement of approval will be determination of where the commitment is being allocated within the 2016 Budget. This project, if approved will be tendered in collaboration with the 2016 Paving Contract and subject to the City of Kenora's Procurement Policy.

The improvements outlined as part of this project are considerable and will significantly benefit both the Kenora Rowing Club and the City of Kenora leaving our community with a tremendous gift; one that supports the development of our parks and recreation areas which will provide direct return from economic benefit and tourism-related business. Without this partnership and contributions, many of these projects would not be able to be realized for some time.

Budget:

\$125,000 Paving and KRC Site improvement. Initial estimate received from the Kenora Rowing Club attached

\$43,500 as identified in the 2016 Capital Budget, match funding source \$50,000 through the NOHFC. Subject to budget deliberations.

The NOHFC application project budget has been attached to this report.

Communication Plan/Notice By-law Requirements:

Kenora Rowing Club, Kenora Urban Trails Committee, Tourism, Planning, Parks and Facilities, Operations, Engineering, Corporate Services, Filing

Strategic Plan or other Guiding Document:

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

1-11 - The City will support Kenora's "North America's Premier Boating Destination" Brand implementation strategy

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

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

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

Attachment 1

2017 Canada Summer Games- Rabbit Lake Rowing Club

NOHFC Application Financial Budget

Expenses

Course Layout, Markers, Etc.	\$ 25,000.00	
Equipment: Boats, Umpire Launch, Safety Boats, Motors	\$ 110,000.00	
Start Tower, Finish Tower, Camera, Timing Equipment	\$ 40,000.00	
Launch Docks, etc.	\$ 160,000.00	
Emergency Access Route along Rabbit Lake Trail	<u>\$ 105,000.00</u>	
	<u>\$ 440,000.00</u>	

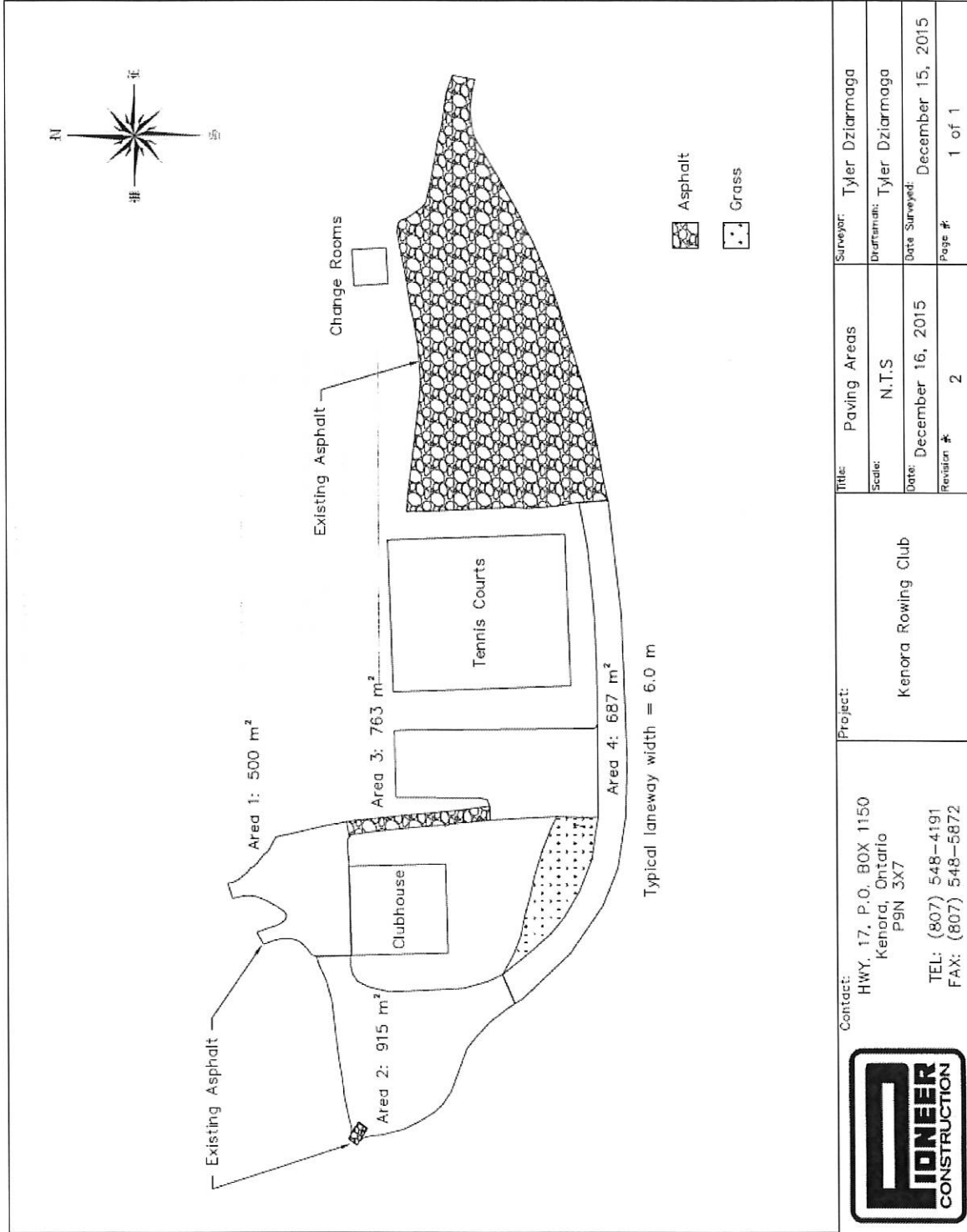
Cash Contribution

Canada Games Host Society	\$ 264,500.00	60%
City of Kenora	\$ 43,500.00	10%
NOHFC	<u>\$ 132,000.00</u>	30%
	<u>\$ 440,000.00</u>	

In-kind Contribution

City of Kenora paved site improvements	\$ 125,000.00	
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Attachment 2





January 28, 2016

City Council Committee Report

TO: Mayor and Council

FR: Melissa Shaw, Planning Assistant

RE: Path of the Paddle- Trailhead Location Approval

Recommendation:

That Mayor and Council accept the request by the Path of the Paddle Association to install trailheads at Anicinabe Park and Norman Park; and further

That all associated fees for the design, development, installation, and maintenance of the trailheads be the responsibility of the Path of the Paddle Association.

Background:

Path of the Paddle is a water based route linking the Trans Canada Trail; a land-based recreational path from coast to coast to coast. The development and promotion of the Path of the Paddle, in collaboration with the newly designated Trans Canada Trail, and Great Lake of the Woods Trail is expected to draw new users to the Kenora waterfront corridor and increase the usage of local attractions and associated amenities and infrastructure.

The Path of the Paddle Association (POPA) is requesting to construct and install two trailhead signs in Kenora; one at Anicinabe Park and one at the Discovery Center. (Attached)

As a result of internal circulation, and conversations with Scott Green, Green Adventures and Operator at Anicinabe Park, no concerns were foreseen with the installation.

The City will not accept any upfront costs for the design, or installation, nor will the City assume any future costs related to the maintenance. The Path of the Paddle Association will be responsible for any removal of the signs if requested by the City of Kenora, for use of lands or if the signs have deteriorated past their life cycle. The Path of the Paddle Association will name the City as an insured party.

The POPA Trailheads will be installed in the spring of 2016.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Community and Development Services, Filing

Strategic Plan or other Guiding Documents

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

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



Path of the Paddle Association
P.O. Box 33023 Red River PO
Thunder Bay, ON P7B 0B1
807-707-4587

January 10, 2016

Attention: Melissa Shaw

Re: Path of the Paddle Trailhead Signs

Hi Melissa,

We are proposing to place two Path of the Paddle Trailhead signs in Kenora; one at Anicinabe Park and the other at the Discovery Center. The proposed signs in Kenora will be two of a total of seventeen such Trailhead signs over the course of the entire 1200km water trail. The purpose of these signs is threefold:

1. To indicate primary access points - places where trail users may get on to the Path of the Paddle.
2. To provide a visual link of each community to the trail and provide consistent branding and information across the trail.
3. To orient users as to what the trail is, where it goes, what it is like and how to travel safely on the trail.

The signs themselves are 4 feet wide by 8 feet tall and are placed between 4"x4" wooden posts. See picture below. All Trailhead Signs include:

- Path of the Paddle name and logo
- Logos of sponsors
- Two maps – a big picture map and a 'you are here' map
- One picture from that trail section
- Trail overview and section specific information
- Safety tips for travel on water
- Where to get more information.

If you have any other questions, please let me know.

Thanks,

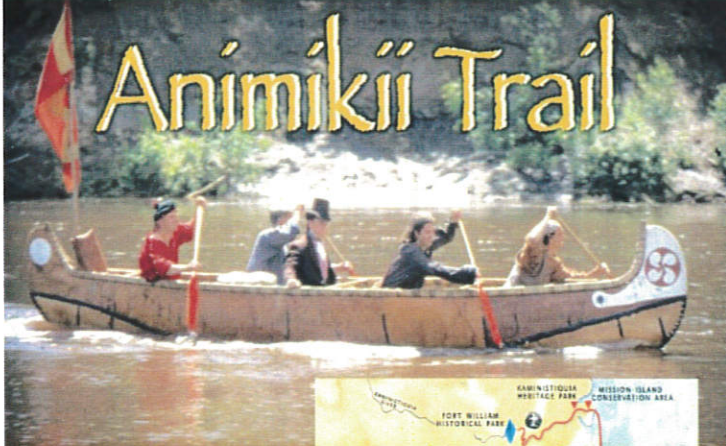
Carrie Nolan
General Manager
807-707-4587
carrie@pathofthepaddleassociation.com



PATH OF THE PADDLE



Animikii Trail



The Trans Canada Trail is one of the world's longest network of trails stretching over 23,000 km's from the Atlantic to the Pacific to the Arctic Oceans, linking 1,000 communities and all Canadians.

Trail Etiquette & Safety

- Part of the route includes several open water stretches on Lake Superior where non-motorized boating can be hazardous depending on wind speed and direction; paddling the whole stretch of coast as part of the Trans Canada Trail requires experience and high skills.
- Before You Go, Be Prepared and Have All Required Equipment. For Detailed Information see Transport Canada's Safe Boating Guide, found at www.tc.gc.ca/marine/safety/
- Caution: High Winds Can Make Large Bodies of Water Dangerous
- Use of These Navigable Waters is Strictly Voluntary and Users Do So At Their Own Risk. The Path of the Paddle Association and the Trans Canada Trail Assume No Liability for Use of the Water Trail.
- Contact Information: info@pathofthepaddleassociation.com
- Practice No-Trace-Camping and be considerate of others.
- Light Camp Fires in established fire pits only (on rock or mineral soil)
- Respect Wildlife
- Do Not Remove or Damage Artifacts



Animikii Trail - 94 kms

The Animikii Trail is located between Fort William Historical Park on the Kaministiquia River and Pigeon River Provincial Park near the Canada/USA border. This protected nature of the river caters to paddlers of all skill levels, and offers experiences ranging from rural to urban to industrial. A cultural and historical perspective of the City of Thunder Bay is available in passing by historic wharfs, grain elevators, railway facilities and bridges. As the paddler nears and exits the Kaministiquia River delta, the route provides spectacular vistas of the Sleeping Giant, Pelee Island and Mount McKay, with the Thunder Bay harbour as a backdrop. The remaining portion of this route is a stretch of epic and breathtaking Lake Superior coast that provides canoeing and kayaking experiences of the highest order.

Animikii Trail Facts

- Animikii is Ojibway word for 'Thunder Bird'
- Preferred Paddling: Full Season (Mid-May-October)
- The whole length of this water trail is navigable and public access to the water trail is available at several locations. There are no portages. The river section is suitable for all experience levels while Lake Superior is for experienced paddlers only.
- Route can be paddled either direction by canoe, kayak or stand up paddleboard.

borealis







January 26, 2016

City Council Committee Report

TO: Mayor and Council

**FR: Heather Gropp, Tourism Development Officer
Melissa Shaw, Planning Assistant**

RE: Trans Canada Trail Concept Plan

Recommendation:

That Council repeals the current registered TCT route and replaces it with the route as per the Trans Canada Concept Plan; and further

That Council hereby approves the development of the Great Lake of the Woods Trail.

Background:

The Kenora Urban Trails Committee was originally formed through the Kenora Health Providers in October, 2005. This is a volunteer Committee of Council which has provided knowledge and advice to Council regarding trail development, maintenance, promotion and signage.

The roles and responsibilities of the Committee are outlined in the current Terms of Reference which include advice and recommendations to Council with respect to the development of urban non-motorized trails.

The Kenora Urban Trails Committee supports the recommendation to rescind the existing TCT trail system, and replace it as per the provisions of the Trans Canada Concept Plan.

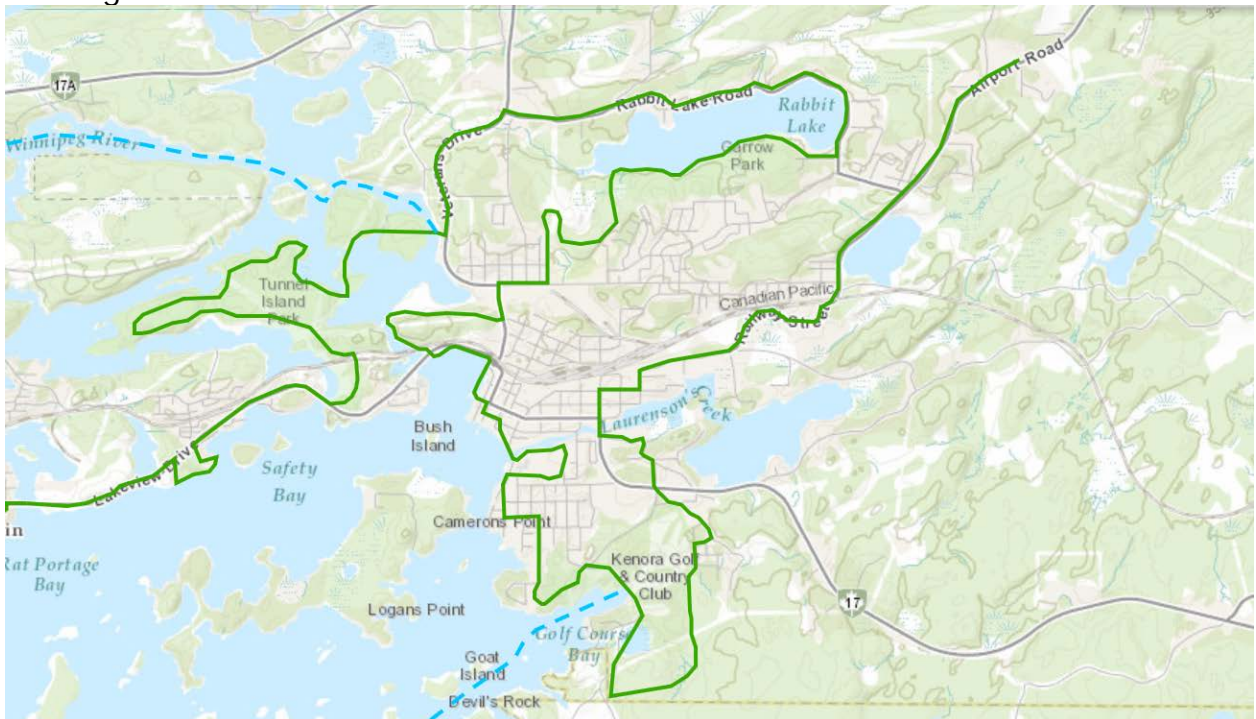
The City of Kenora has had a Trans-Canada Trail (TCT) registered trail system in place since 1999. The existing TCT Trail traverses 37.4 kilometers of scenic terrain in and around the City of Kenora. However, with the development of the Path of the Paddle Association (POPA) Water Trail from the Manitoba border to Thunder Bay on Lake Superior, the existing trail does not provide trail users with a complimentary experience.

In order to achieve a trail system that provides a premier user experience and takes advantage of the POPA trail and adjacent land based amenities and infrastructure, the concept plan recommends rescinding the current registered TCT route and replacing it with a developed 10 km waterfront trail, which will be called the Great Lake of the Woods Trail.

The Great Lake of the Woods trail will link users from the POPA trailhead at Anicinabe Park, along the existing Rat Portage Trail through Kenora's Harbourtown Centre, past McLeod Park, along Lakeview Drive to the POPA Trailhead at the Lake of the Discovery Centre and into Keewatin utilizing a portion of the existing Mink Bay trail. The TCT then proceeds across the Portage Bay Bridge to the boat launch at the former Keewatin boat lift site on Darlington Bay of the Winnipeg River and the Path of the Paddle portage.



Existing Trail Network



Budget:

Costs for the new trail system proposed in the concept plan (attached) are estimated \$10,000 half of which have been approved by Trans Canada Trail (\$5000).

TCT would be contributing up to \$5000 for sign purchase and or purchase of co-branded signs, along the TCT and existing Kenora Urban Trails. Small Wayfinding signs are supplied by TCT at no charge. Additional to the City cash contribution (\$5000), in-kind contribution will be in the form of staff labour and equipment use

for trail development (minor clearing) and site preparation, staff time for sign design and and sign installation.

In addition there may be opportunity to leverage additional funding to further expand on trial signage and wayfinding for the City.

Communication Plan/Notice By-law Requirements:

Community and Development Services, Operations, Corporate Services, Filing

Strategic Plan or other Guiding Documents

City of Kenora-Strategic Plan: 2015 to 2020

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

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

City of Kenora Official Plan

2.2.1 Principle 1 – Sustainable Development

2.2.5 Principle 5 – Tourist Destination

2.2.6 Principle 6 – Complete Communities

2.2.8 Principle 8 – Multi-Modal Transportation

Trans Canada Trail Concept Plan

For
“Trail Gap Construction”
The Great Lake of the Woods Trail

#06-0xxx
January 8, 2016



Prepared by:
MCS Group
Thunder Bay, Ontario

Prepared for:
Trans Canada Trail

Submit by email to:
project@tctrail.ca



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(Cover Photo: Kenora Waterfront)

Great Lake of the Woods Trail Concept Plan

1. EXECUTIVE SUMMARY

The City of Kenora has had a Trans Canada Trail (TCT) registered trail system in place since 1999. The existing TCT Trail traverses 37.4 kilometres of scenic terrain in and around the City of Kenora. However, with the development of the Path of the Paddle Association (POPA) Water Trail from the Manitoba border to Thunder Bay on Lake Superior, the existing trail does not provide trail users with a complimentary experience.

In order to achieve a trail system that provides a premier user experience and takes advantage of the POPA trail and adjacent land based amenities and infrastructure, this plan recommends rescinding the current registered TCT route and replacing it with a 10 km waterfront trail that is more appropriate from a tourism, cultural and recreational perspective. Most of the existing trail to be deregistered will not be abandoned; it will continue to be maintained and promoted by the City of Kenora and serve a wide variety of users as it has done in the past.

Costs for the new trail system proposed in this concept plan are estimated to be \$10,000, half of which being requested from Trans Canada Trail.

2. BACKGROUND

Kenora's Lake of the Woods Trail was registered as part of the Trans Canada Trail system in 1999, and follows a number of municipal trails, mainly through the central part of the City east of the Winnipeg River. Subsequent decisions concerning the development of the Path of the Paddle (POPA) water trail through the Kenora area have led to a reconsideration of the Kenora TCT land trail route.



The 2014 Trans Canada Trail approval for a Path of the Paddle portage from Lake of the Woods to the Winnipeg River in Keewatin presented an opportunity to clearly link the POPA route with a Kenora waterfront trail system. This newly proposed TCT route will include a portion of the current Rat Portage Urban Trail, the newly approved Great Lake of the Woods Trail and a portion of the Keewatin Mink Bay Trail system. As

well, the rerouted TCT will offer new trail opportunities and spurs trails within the City of Kenora, and will create a new (10 km) scenic section of TCT closely following the Lake of the Woods shore to Keewatin.

The remaining portions of the trail system, largely in the northern suburbs, will be deregistered (i.e., will no longer be considered TCT). The new Trans Canada

Trail route will incorporate highly visited tourism attractions in Kenora and will raise the profile of the Trans Canada Trail in this prime location in Canada.

3. PARTNER DESCRIPTION

The City of Kenora is the chief proponent of this trail project.

Contact: Melissa Shaw, City of Kenora
Tel: (807) 467-2292
Email: mshaw@kenora.ca

The Path of the Paddle is also a partner of the project, as the proposed Great Lake of the Woods Trail provides a direct link to the POPA Water Trail at both trail heads.

Contact: Carrie Nolan, General Manager, Path of the Paddle Association
Tel: (807) 707-4587
Email: info@pathofthepaddleassociation.com

4. DESCRIPTION OF TRAIL

4.1 Trail Experience

As the trail is mostly along City right of way, it will be accessible year round. Used by many local residents for fitness walks, a leisurely strolls and for general access. Promoted seasonally through our Tourism department and our `Take a Hike` imitative advertised among communities in Manitoba and Minnesota in the fall months. The trail experience will include special features such as the “Husky the Muskie” location, Kenora Waterfront and Discovery Centre, which will be heavily visited by tourists in the spring, summer and fall seasons. The Lakeview Drive section will be popular with cross-country runner and cyclists.

The POAP trailheads at Anicinabe Park and the Discovery Centre offer users a variety of recreational opportunities, including beautiful sand beaches for a quick dip in Lake of the Woods to cool off during the summer months.

The Anicinabe Park location is especially busy in the summer as it is the location of the only beach on Lake of the Woods in the municipality.

4.2 Cultural, Historical and Natural History

The newly designated TCT will incorporate the Great Lake of the Woods Trail, Rat Portage Trail and Mink Bay trail systems including a variety of spur trials networks which are available as off shoots. The trail will take advantage of a number of attractions that celebrate the City’s cultural, historical and natural history. The most noteworthy include:

- the fine Lake of the Woods Museum situated on the TCT route in downtown Kenora,

- the Kenora Waterfront - a spectacular location for recreational activities associated with dining, boating, fishing, cruises and float planes and the venue for many annual sporting and cultural events in the community,
- the Lake of the Woods Discovery Centre, with displays that celebrate the history and culture of the Lake of the Woods area, and
- The whole Lake of the Woods shoreline that encompasses significant natural areas associated with the history of the Kenora area, including Portage Bay, Tunnel Island and the Winnipeg River outflows.

4.3 Proposed Preferred Route



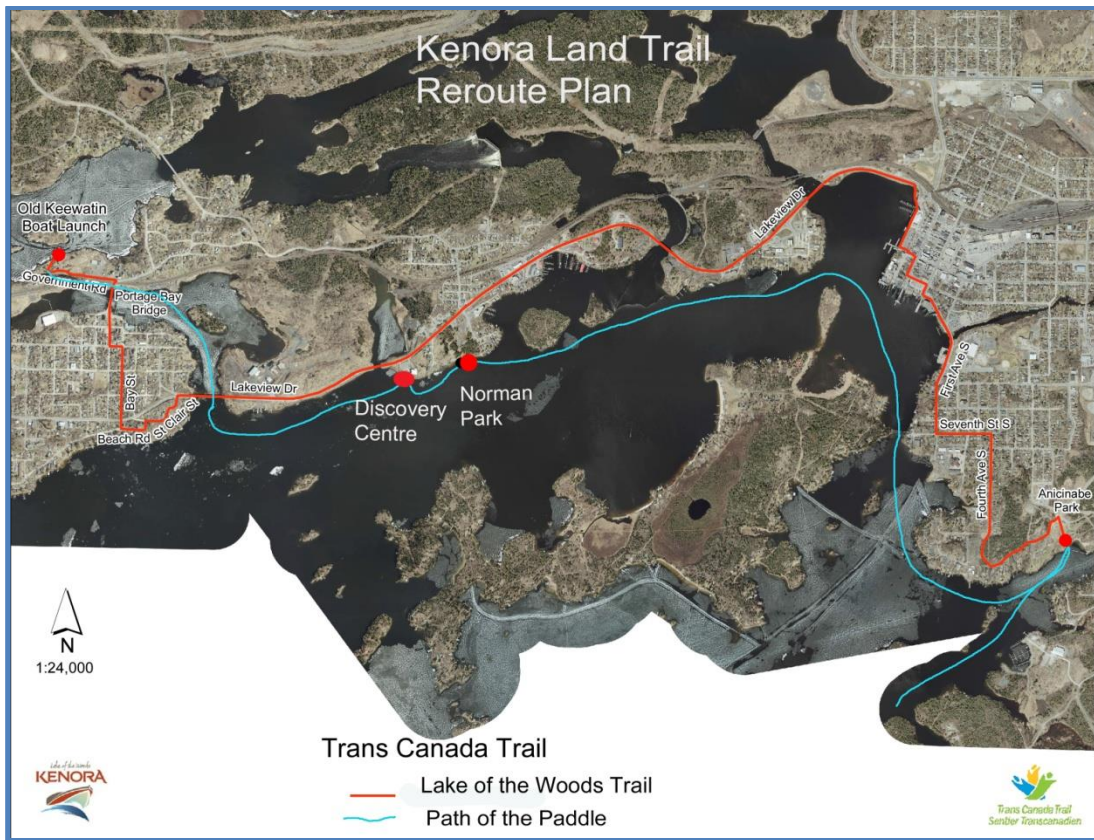
Norman Park, Kenora

The eastern section of the Great Lake of the Woods Trail will largely be comprised of the existing TCT route over the Rat Portage Municipal Trail, from Anicinabe Municipal Park on the shore of Lake of the Woods through a walking and cycling route following city streets with sidewalks into the downtown Kenora Waterfront.

Moving westerly from the waterfront, the route follows Lakeview Drive, with an associated walking path to McLeod Park, location of the famous “Husky the Muskie” sculpture.

From McLeod Park the TCT route will continue along Lakeview Drive across the two bridges spanning the Winnipeg River outflow to Norman, through Norman Park where it accesses the Lake of the Woods Discovery Centre, a modern tourist information centre providing tourists a welcome to Ontario as well as hosting local events.

The TCT route then continues along Lakeview Drive. Over the Keewatin Bridge to Beach Road and up into the heart of the Keewatin community and Keewatin Business center along Ottawa Street. The trail then proceeds across the Portage Bay Bridge to the boat launch at the former Keewatin boat lift site on Darlington Bay of the Winnipeg River and the Path of the Paddle portage.



4.4 Identification of Trail Type & Category

The Great Lake of the Woods Trail is primarily a hard surface cycling/walking trail. Approximately 6 km have a dedicated path or bicycle trail, while the remaining 4 km in the Keewatin area are shared roadway or sidewalk.

4.5 Description of Trail Users



Discovery Centre, Kenora

Residents of the Kenora area (population approximately 16,000) will be the primary users of the TCT. Lake of the Woods has a large seasonal population mainly composed of cottage owners from Manitoba and the United States. Kenora also serves as an international tourist hub for the lake, with visitors enjoying a wide array of recreational activities, most notably hunting, fishing and mechanized and non-mechanized boating. Many vacationers crossing Canada on the Trans-Canada Highway can be expected to enjoy portions of the trail as they stop in Kenora for accommodation and other traveler services.

4.6 Projected Use Intensity

Generally the projected use of the Great Lake of the Woods Trail will be high as the route follows the only roadway and travel route that connects the areas of Keewatin, Norman Harbourn Centre and Lakeside within the City of Kenora.

Activity	High	Medium	Low	N/A
Walking/Hiking	x			
Biking	x			

5. COMMUNITY SUPPORT

The owner of the roadway, the City of Kenora, is supportive of the re-routing of the Trans Canada Trail (See Letter of Support in Appendix B). City residents have a history of extensive outdoor and trail activity and are expected to be in support as well.

6. BENEFITS TO THE COMMUNITY

The development of the TCT in conjunction with the POPA, and the inception and promotion of the Great Lake of the Woods Trail is expected to draw new users to the waterfront corridor and increase the usage of local attractions and associated amenities and infrastructure.

7. LAND PERMISSIONS

The City of Kenora owns all portions of the system

8. LIABILITY INSURANCE

As required by law in the Ontario's Municipal Act, the City of Kenora carries municipal insurance. This insurance includes at least 2 million in liability insurance. (See Appendix C)

9. ENVIRONMENTAL ASSESSMENT

There are no environmental assessment requirements.

10. INFRASTRUCTURE REQUIREMENTS

The trail will follow established trails and road systems in the city. The proposed infrastructure will be limited to trail wayfinding signage and trailhead kiosks at each end of the trail and the Discovery Centre.

11. WAYFINDING SIGNAGE REQUIREMENTS

Wayfinding signage will be erected in the summer of 2016 along the 10 km route, in accordance with TCT standards. Approximately 20 to 25 signs will be required.

12. OPERATION & MAINTENANCE

The roadway and existing trail will be operated and maintained by the City of Kenora.

13. GRANT RECOGNITION AND TRAIL OPENING EVENT

A trail opening event is being planned for July 1, 2016 in conjunction with Kenora's participation in the Canada Summer Games and Canada's 150th birthday celebrations.

14. PROJECT SCHEDULE

Wayfinding signage and trailhead kiosks will be installed in the spring of 2016.

15. BUDGET

Funds are being requested to support the purchase and erection of wayfinding signs as well as the establishment of interpretive/promotional kiosks at each end of the trail. It is estimated that approximately 20 to 25 TCT wayfinding signs will be required for this route. In addition, 3 larger interpretive signs or kiosks are being proposed – one at each end of the trail, as well as at the Discovery Centre.

Total Cost of Great Lake of the Woods Trail Project: \$10,000
Requesting Funds from the TCT? Yes

Projected Expenditures	Total Cost (Cash & In-kind)	Funded by Other Sources	Requested from TCT
Trail Construction (funded up to 50%)			
Wayfinding/Regulatory/Safety Signage	\$2,500	\$1,250	\$1,250
3 Interpretive Signs/Kiosks	\$7,500	\$3,750	\$3,750
Trail Building Sub-total:			
Total Projected Expenditures	\$10,000	\$5,000	\$5,000
Revenues	Confirmed or Applied for	In-Kind Contributions	Balance Required
Trans Canada Trail Foundation	Applied for \$5,000		\$5,000
City of Kenora	Applied for \$5,000	\$5,000	
Total Revenues	\$10,000	\$5,000	\$5,000

16. SUPPORT AND APPROVALS

This Concept Plan is supported by: City of Kenora

<Signature>

<Printed Name>

<Date>

This Concept Plan is supported by: Chair, Trans Canada Trail Ontario

<Signature>

<Printed Name>

<Date>

This Concept Plan approved by: National Director of Trail, Trans Canada Trail

<Signature>

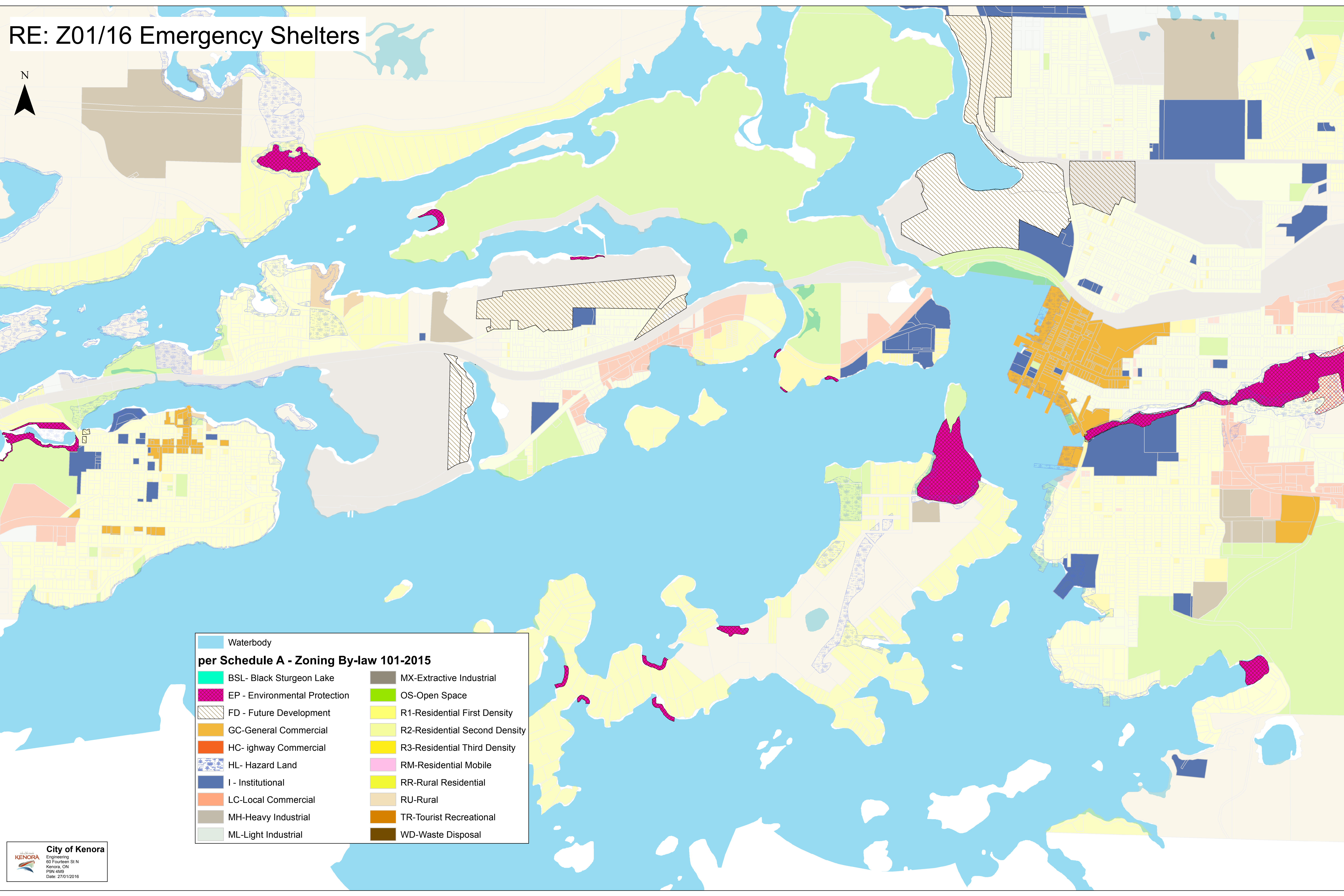
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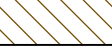


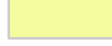










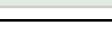

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17. APPENDICES

APPENDIX A	LANDOWNER PERMISSION/SUPPORT LETTER
APPENDIX B	LIABILITY INSURANCE CERTIFICATE

RE: Z01/16 Emergency Shelters



	Waterbody		MX-Extractive Industrial
	EP - Environmental Protection		OS-Open Space
	FD - Future Development		R1-Residential First Density
	GC-General Commercial		R2-Residential Second Density
	HC- ighway Commercial		R3-Residential Third Density
	HL- Hazard Land		RM-Residential Mobile
	I - Institutional		RR-Rural Residential
	LC-Local Commercial		RU-Rural
	MH-Heavy Industrial		TR-Tourist Recreational
	ML-Light Industrial		WD-Waste Disposal



PROCLAMATION

By Virtue of Authority

Vested in me

I Hereby Proclaim

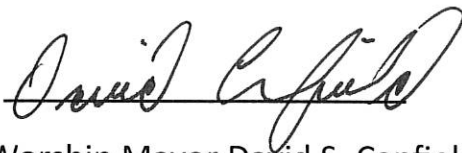
February 14-20, 2016

As **“Week of Action Against Poverty”**

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

Proclaimed at the City of Kenora

this 9th day of February, 2016



His Worship Mayor David S. Canfield





PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

The week of February 21-27, 2016

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

Proclaimed at the City of Kenora

this 9th day of February, 2016



His Worship Mayor David S. Canfield

