



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, April 17, 2018
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Roussin

3. Public Information Notices

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

- Adopt the 2018 Solid Waste Utility Operating and 5 Year Capital Plan Budget
- Adopt the 2018 Water and Sewer Utility Operating and 5 Year Capital Plan Budget
- Intends to amend the Tariff of Fees and Charges bylaw to increase water and sewer rates by 5.5% effective January 1, 2019
- Amend its 2018 Capital Budget to withdraw funds from the City Hall Reserves in the amount of \$75,000 to offset the cost of City Hall interior renovations
- Amend the 2018 Capital Budget to withdraw funds from the Infrastructure Planning Reserve in the amount of \$80,652 offset the cost of wayfinding signage
- Intends to amend its Video Surveillance Policy #CS-1-3 to improve the best practices for managing the City's video surveillance program
- Amend the Election Signs bylaw
- Amend the Municipal Water Supply and the Provision of Sanitary Sewage Services bylaw pertaining to individual meters in buildings of four or more units
- Amend the 2018 Operating & Capital Budget to withdraw additional funds from the OCIF Formula Based Funding in the amount of \$1,149,904.63 to offset the cost of bridge rehabilitation work
- Intends to implement a four percent (4%) Municipal Accommodation Tax (MAT) on all fixed accommodations in the City of Kenora effective September 1, 2018

4. Declaration of Pecuniary Interest and the General Nature Thereof

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

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

5. Confirmation of Previous Council Minutes

- Regular Council – March 20, 2018

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Finance & Administration

- Strategic Plan Update
- Community Foundation Support – Canada Day Committee
- Community Foundation Support – Kenora Rowing Club
- 2018 Solid Waste Utility Budget Approval
- 2018 Water & Wastewater Utility Budget Approval
- 2019 Water Rate Increase
- Wayfinding Signage Budget Amendment
- City Hall Interior Renovations Budget Amendment
- Video Surveillance Policy #CS-1-3
- Election Signs Bylaw
- CUPE Local 191 Collective Agreement
- Human Resources Management Update

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- LAS Service Line Warranty Agreement
- Budget Amendment for Bridge Maintenance Repairs for the Bay Street Overpass, Norlen Bridge and Darlington Bay Bridge

9.4 Community & Development Services

- Student Wages in Recreation Division
- Accommodation Tax Implementation
- Kenora Recreation Centre Ice Twinning Funding Application
- D14-18-01 Zoning Bylaw Amendment – 166 Ritchie Road
- D14-18-02 Zoning Bylaw Amendment – 1930 Highway 17 W

10. Housekeeping Resolutions

- AMO Main Street Funding Agreement
- Agreement with Mansfield Construction for Bunny Street Sewage Pumping Station
- Council Remuneration
- Legacy Tours Dock Rental Agreement
- Kenora Kinsmen Lease Agreement
- Tbaytel Keewatin Water Tower Lease Agreement
- Various Committee Minutes

- Water & Wastewater Monthly Systems Summary – February 2018
- Right to Approve Landfill Developments Resolution of Support
- Proposed Changes to the Fire Protection & Prevention Act Regulatory Changes
- Kenora Fire 1st Quarter Report

11. Tenders

- Bunny Street Sewage Pumping Station Rehabilitation

12. By-laws

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

- Confirmatory
- 2018 Solid Waste Utility Budget Approval
- 2018 Water & Wastewater Utility Budget Approval
- 2019 Water Rate Increase
- Wayfinding Signage Budget Amendment
- City Hall Interior Renovations Budget Amendment
- Video Surveillance Policy #CS-1-3
- Election Signs Bylaw
- CUPE Local 191 Collective Agreement
- LAS Service Line Warranty Agreement
- Budget Amendment for Bridge Maintenance Repairs for the Bay Street Overpass, Norlen Bridge and Darlington Bay Bridge
- Accommodation Tax Implementation
- D14-18-01 Zoning Bylaw Amendment – 166 Ritchie Road
- D14-18-02 Zoning Bylaw Amendment – 1930 Highway 17 W
- AMO Main Street Funding Agreement
- Agreement with Mansfield Construction for Bunny Street Sewage Pumping Station
- Legacy Tours Dock Rental Agreement
- Kenora Kinsmen Club Lease Agreement
- Tbaytel Keewatin Water Tower Lease Agreement

13. Notices of Motion

14. Proclamations

- None

15. Announcements (non-action)

16. Adjourn to a Closed Session

That pursuant to Section 239 (3.1) of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session at _____p.m. for the purpose of educating/training Members pertaining to CAO education; and further

That at this meeting no Member will discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council.

17. Adjourn Meeting

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

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

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

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

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



Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



March 31, 2018

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

Agenda Item Title:

AMO Main Street Revitalization Initiative Agreement

Background Information:

The Association of Municipalities of Ontario (AMO) signed an agreement with the Province to administer its \$26M Main Street Revitalization Initiative for Ontario's lower and single-tier municipalities (except for the City of Toronto). This initiative ensures investment in communities' main street/downtown areas to support small businesses.

413 municipalities will receive about 4% more than originally indicated in January when the program was announced by the province. The final allocations, compared to the original estimate, is attached.

What projects qualify?

The funding can be used to support revitalization efforts related to energy efficiency, accessibility, aesthetics and marketability. There will be two program categories:

1. Implementing priorities under existing Community Improvement Plans (includes grants for renovations, retrofits and structural improvements); and/or,
2. Funding for municipal improvements that will support main street businesses, such as signage, streetscape improvement and marketing plan implementation.

Municipalities can fund projects in one or both categories.

Information on eligible projects and cost along with reporting requirements will be in a Guide that accompanies the funding agreement. Please read it. Like the GTF accountability framework, municipalities will need to demonstrate due diligence around project progress, financial controls and risk management. Individual projects should include plans to promote and communicate the benefits, just as we do for the GTF.

As outlined in the attachment, Kenora's share of the funding is \$51,000.2538 as a one-time payment for eligible costs. Administration has identified the wayfinding signage system as the program that this funding may be used for. The agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Association of Municipalities of Ontario for the provision of Ontario's Main Street Revitalization Initiative in the amount of \$51,000.25; and further

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

Budget: \$51,000.25 additional funding to the 2018 operating budget for the wayfinding project

Risk Analysis: The risk is very low for this initiative as it adds additional funding dollars to our annual operating budget.

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

Strategic Plan or Other Guiding Document: Administrative

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



March 28, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Contract Agreement with Manshield Construction for Bunny Street Sewage Pumping Station Rehabilitation

Background Information:

City administration has accepted a tender for the Bunny Street Sewage Pumping Station Rehabilitation project and has secured Manshield Construction via a council resolution for these services as per the requirements of the procurement policy. It is now in order for the City to enter into an agreement with Manshield Construction to perform the rehabilitation services.

A copy of the agreement document is available via the clerk's office.

Resolution for Council:

That further to Council accepting the tender of Manshield Construction related to the Bunny Street Sewage Pumping Station Rehabilitation, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Manshield Construction; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



March 23, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Council Remuneration

Background Information:

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

Budget:

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

Communication Plan/Notice By-law Requirements:

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

Resolution for Council:

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

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: No

MEMORANDUM

DATE: March 23, 2018

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Northwestern Ontario Municipal Association

The following is a summary of Commission remuneration and expenditures for the Northwestern Ontario Municipal Association, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Honourarium</u>	<u>Travel & Conference</u>
Canfield	\$2,000	\$12,063.35

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: March 23, 2018

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Northwestern Health Unit

The following is a summary of Commission remuneration and expenditures for the Northwestern Health Unit, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Honorarium</u>	<u>Travel & Conference</u>
Smith	\$2,537.50	\$1,522.33

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

cc: Karen Brown, CAO



March 28, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Dock Rental Agreement

That Council authorizes the 2018 dock rental agreement with Heather MacMurphy O/A Legacy Tours

That Council authorize the rental agreement for 2018 for docking area space for parking a 27'.5" x 10' boat for the operation of the charter service and this rental permits the operator to install small signage on the railing of the dock area to indicate where the shuttle is located.

Background Information:

Heather MacMurphy O/A Legacy Tours entered into an Agreement with the City in 2017 and would like to continue with the docking area space rental agreement in 2018. All conditions were met in the original agreement and the City received no complaints on the operation of the service from the Harbourfront docks.

The Rental Agreement fees would be a one-time payment of \$750.00 plus HST, due on or before May 15, 2018.

Resolution for Council:

That Council gives three readings to a bylaw to authorize the Rental Agreement with Heather MacMurphy O/A Legacy Tours for dock space rental at the Kenora Harbourfront for the 2018 season.

Briefing By: Heather Kasprick, City Clerk & James Tkachyk, Facilities Division Lead

Bylaw Required: Yes



March 14, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Lease Renewal – The Kenora Kinsmen Club

Background Information:

On July 19th, 2005 Council entered into a Five (5) year lease agreement with the Kenora Kinsmen Club for use of the building and lands known as the Norman Community Club. The Agreement has worked out for both parties over the past years and a renewal is overdue. The lease has been slightly adjusted from use of the entire parking lot to approx. 8 parking spaces directly in front of the building.

Budget: Annual rent: The sum of \$1 dollar Plus HST

Resolution for Council:

That Council authorizes a 5 year lease extension to an existing lease agreement with the Kenora Kinsmen Club for use of the Norman Community Club; and further

That said renewal shall be for \$1.00 dollar plus applicable taxes, for the period from 1 March, 2018 to 28 February 2023; and further

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

Briefing By: James Tkachyk, Parks & Facilities Division Lead

Matt Boscariol, Manager of Community & Development Services

Bylaw Required: Yes



March 28, 2018

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

Agenda Item Title: Lease Renewal – Tbaytel Telecommunications Site Agreement of a cellular tower on the Keewatin Water Tower

Background Information:

Tbaytel entered into a 5 year telecommunications Site Agreement with the City of Kenora for installation of a cellular tower on the Keewatin Water Tower at 701, 5th Street, Kenora on April 29th, 2013 with three (3) five (5) year extension.

The original 5 year term signed in 2013 will expire on April 30th 2018. The first of three (3) five (5) year extension for the identical provisions in the original lease as outlined is now required.

The Lease fee increases by 10% each 5 year extension. During the 1st extension agreement the fees shall be as follows;

\$7,700.00 + HST annually.

Staff recommend that Council authorizes a five (5) year extension of lease agreement with Tbaytel at the Keewatin water tower located at 701, 5th Street.

Budget: The proposed fees are an increase of 10% as per item 4. Extension of the original agreement.

Resolution for Council:

That Council give three readings to authorize the extension of lease agreement for 5 years commencing May 1 2018 and ending April 30, 2023 with Tbaytel for the lease fees of \$7,700.00 annually as outlined in the original Telecommunications Site Agreement for the 1st of three (3) five (5) year extensions.

Briefing By: James Tkachyk, Parks & Facilities Division Lead

Bylaw Required: yes



April 1, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

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

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

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

Resolution for Council:

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

- November 22 & February 28 – Kenora Public Library Board
- February 1 & March 1 – Environmental Advisory Committee
- March 1 & 22 – Lake of the Woods Museum Board; and

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

- January 10 – Kenora Police Services Board
- January 19 & February 28 – Northwestern Health Unit Board of Health
- January 25 - District of Kenora Home for the Aged Board of Management
- February 8 – Kenora District Services Board; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



March 22, 2018

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

Agenda Item Title: 2018 Water & Wastewater Systems Monthly Summary Report – February

Background Information:

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

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

The Operations and Infrastructure Department recommends that Council accept the 2018 Water and Wastewater Systems Monthly Summary Report for February.

Resolution for Council:

That Council of the City of Kenora hereby accepts the February 2018 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Budget: N/A

Risk Analysis:

The risk level is low to moderate. The monthly reporting is just standard practice for transparency purposes, and an opportunity to further Council's understanding of the Division's monthly budgeting. No mitigating strategies are required.

Communication Plan /Notice By-law Requirements:

Resolution required. Jeff Hawley, Biman Paudel, WTP, WWTP

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

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

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

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

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

February 2018

Prepared by: Biman Paudel, Water & Wastewater Division Lead
Ryan Peterson, ORO, Water Treatment Plant
Ray Hanstead, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of February 2018 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

2.0 Water Treatment Plant

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

2.2 Weekly Bacteriological Samples

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

Sampling was conducted on the following dates:

- Feb 5th
- Feb 12th
- Feb 20th
- Feb 26th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced peristaltic tube in alum pump #2.
- Reset close limit switch on #2 air scour valve.
- Replaced air scour valve and actuator on filter #3.
- Replaced block heater on Brinkman Booster generator.
- Installed maintenance brackets for filter turbidimeters.

2.4 Training

- No training took place in the month of February.

2.5 Water Quality Complaints

There were no water quality complaints in the month of February.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Operator accompanied ESA Inspector through the WTP and all booster stations.
- Operators worked on sorting and disposing of unnecessary old records, and re-organizing retained records.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- February 13 - Dug and repaired frozen service 826 Fourth Avenue South.

3.1.2. Wastewater Collection

- February 4 - Rodded and televised plugged sewer at: 500 Eleventh Street North.
- February 5 - Rodded plugged sewer at: 539 Second Street South.
- February 7 - Flushed plugged sewer at: 307 Third Street North.
 - Televised Kenora Museum old line.
- February 8 - Thawed frozen sewer at: 619 Lakeview Drive.
- February 11 - Rodded plugged sewer at: 539 Second Street South.
- February 14 - Thawed frozen sewer at: 534 First Avenue South.
- February 18 - Thawed frozen sewer at: 4 Machin Drive.
- February 20 - Replaced grinder pump at: 17 Universal Drive.
 - Thawed frozen sewer at: 511 Sixth Avenue South.
 - Thawed frozen sewer at: 534 First Avenue South.
 - Thawed frozen sewer at: 501 Third Avenue South.
- February 21 - Thawed frozen sewer at: 337 Ross Street.
- February 22 - Rodded plugged sewer at: 342 First Street North.
 - Dug and repaired frozen sewer at: 1600 Pine Portage Road.
 - Thawed frozen sewer at: 1025 Park Street.
- February 23 - Dug and repaired frozen sewer at: 1025 Park Street.
- February 27 - Thawed frozen sewer line at: 1292 Heenan Place.
 - Thawed frozen sewer line at: 818 Second Street South.
- February 28 - Rodded plugged sewer at: 112 Seventh Avenue South.
 - Thawed frozen sewer at: 412 Eighth Street South.
 - Thawed and rodded plugged sewer at: 301 Third Avenue South.

3.1.3. **Water Thaws:**

	February 2017	February 2018
City	1	27
Private	0	11

3.2 Training

- February 21 - Ray Lindquist and Biman Paudel attended webinar on Bill 148.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2018

Date and Location:

- There is no Boil Water Advisory issued for the month of February.

3.5 Other Information

- There is no further information for the month of February.

4.0 Wastewater Treatment Plant

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

4.2 Samples

4.2.1. **Monthly** - Complete Analyses of Treated Effluent and Raw Sewage Samples sent out February 20, 2018 - Results:

- Total BOD (biological oxygen demand) Raw Sewage: 135 [mg/L]
- Total BOD Final Effluent: 15.6 [mg/L] - limit is 25 [mg/L].
- Total Suspended Solids Raw Sewage: 164 [mg/ L]
- Total Suspended Solids Final Effluent: 9.5 [mg/ L] - limit is 25 [mg/L]

4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on February 7, 13, 20, 28, 2018 - Results: Organisms/100 ml

- Geometric Means from samples in February: 13 organisms/100mL.
- Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million organisms/100 mL and effluent leaves the plant with a geometric mean of 13 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant reduction of BOD is 88% and the Plant reduction of suspended solids is 94%.

4.3 Maintenance

- 4.3.1. Sludge press maintenance (clean and grease).
- 4.3.2. Electrician tested and reset electrical for the UV wiper system.
- 4.3.3. South Gear Reduction Unit installed in 200 building.
- 4.3.4. South electric motor realigned, belts adjusted, pulley realigned in 200 building.
- 4.3.5. Replaced Solenoid valve for the North dewatering press.
- 4.3.6. Repair leaky water line for the North dewatering press.
- 4.3.7. Replaced South Screw electric motor with back up motor.
- 4.3.8. Replaced UV bulbs and serviced modules on bank A

4.4 Training

- 4.4.1. City of Kenora GPS Terms of Use.
- 4.4.2. Sling training.

4.5 Other Information

- 4.5.1. Health and Safety inspection February 7, 2018.

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2017

		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Wastewater Plant Flows														
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	174,640	171,801	194,410	213,162	180,227	114,988	170,321	85,898	233,930	278,964	222,648	200,250	2,241,239
Maximum Daily Influent Flow	m ³ /day	6,612	12,043	9,490	8,388	8,751	4,715	9,793	4,897	13,043	16,611	8,371	6,923	109,637
Minimum Daily Influent Flow	m ³ /day	4,857	4,957	5,220	6,519	3,928	3,270	3,358	1,767	4,231	7,017	6,718	5,921	57,763
Average Daily Influent Flow	m ³ /day	5,633	6,136	6,271	7,105	5,814	3,833	5,494	2,770	7,546	8,998	7,422	6,460	73,482
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	173,624	168,693	187,955	199,955	168,496	113,844	167,581	87,004	227,033	265,909	214,868	196,144	2,171,106
Average Daily Flow	m ³ /day	5,601	6,025	6,063	6,665	5,435	3,795	5,406	2,806	7,323	8,577	7,162	6,327	71,185
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>		4	4	5	4	5	4	4	5	4	4	5	4	52
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		4	4	5	4	5	4	4	5	4	4	5	4	52
Geometric Means (Bacti Samples)		30.8	11.9	10	31.24	10	0	10	10	191	10	42.77	10	368
Sludge Hauled to Landfill	m ³ /mon	228	251	239	171	239	103	91	57	182.4	239.4	216.6	193.8	2,211
<u>Callouts</u>														
		0	0	0	2	1	11	3	3	10	7	3	1	41



April 10, 2018

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

Agenda Item Title: Right to Approve Landfill Developments

Background Information:

Mayor Canfield received a letter from MPP Ernie Hardeman advising us of a private members' bill which would give municipalities the authority to decide whether or not they would be willing to receive a landfill. The suggested recommended wording for the resolution is outlined below for consideration.

Resolution for Council:

Whereas municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development; and

Whereas this out-dated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignore them; and

Whereas municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities; and further

That the province has recognized the value of municipal approval for the siting of power generation facilities; and

Whereas the recent report from Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15%; and

Whereas municipalities across Ontario are quietly being identified and targeted as potential landfill sites; and

Whereas municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs; and

Whereas municipalities should have the right to approve or reject these projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

Therefore Be It Resolved That the City of Kenora supports Bill 16, Respecting Municipal Authority Over Landfilling Sites Act introduced by MPP Ernie Hardeman and calls upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities; and further

That the City of Kenora send copies of this resolution to MPP Ernie Hardeman, Minister and all municipalities.

Budget: N/A

Risk Analysis: There is a low risk associated with supporting this resolution.

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

Strategic Plan or Other Guiding Document:

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

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

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

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: No



Ontario
LEGISLATIVE ASSEMBLY

ERNIE HARDEMAN, M.P.P.

Oxford

March 26, 2018

David Canfield
City of Kenora
1 Main St. S
Kenora, ON P9N 3X2

Queen's Park Office:
Room 413, Legislative Bldg.
Toronto, Ontario
M7A 1A8

Tel. (416) 325-1239
Fax (416) 325-1259

Constituency Office:
12 Perry Street
Woodstock, Ontario
N4S 3C2

Tel. (519) 537-5222
Fax (519) 537-3577

Dear Mayor Canfield,

I am writing to let you know that I recently introduced a private members' bill which would give municipalities the authority to decide whether or not they would be willing to receive a landfill. I have enclosed a copy for your information and comments. I believe municipalities should have a say in the location of something that would have such a lasting impact on their community.

As you know, today municipal governments can decide where a Tim Hortons should go, but they can't decide where something as significant as a landfill should go. That doesn't make sense.

Currently, only the Ministry of the Environment approves a new landfill, but *Bill 16, Respecting Municipal Authority Over Landfilling Sites*, would ensure that waste companies are required to have approval from the municipality as well before they can move forward with the landfill placement.

I know that this authority has been requested by a number of municipalities. The Mayor of Ingersoll requested this legislative change during a committee hearing on Bill 139 last fall at Queen's Park. Since then, nearly 30 municipalities have passed resolutions of support and another 150 municipal leaders have signed petitions to demand this right.

I would appreciate hearing your comments on the bill and any support you can offer. For your convenience I have enclosed a sample resolution of support.

Thank you for your consideration. As always please feel free to contact me if I can be of assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ernie Hardeman".

Ernie Hardeman, MPP
Oxford



March 28, 2018

Housekeeping Council Briefing

Agenda Item Title: Proposed Changes to the Fire Protection and Prevention Act
Regulatory Changes.

Background Information:

The Office of the Fire Marshal, Fire Safety Technical Table was established to examine current and emerging fire safety challenges and opportunities, identify priorities for action, and support the development of evidence-based recommendations that will enhance fire safety in Ontario. Its goals are to review new and emerging challenges in fire safety, with a view to identify opportunities to enhance delivery in Ontario, such as:

1. Firefighter training and professionalism (e.g. identification of specialized knowledge requirements and core competencies);
2. Public education and prevention measures, including community risk assessments;
3. Provincial standards for fire services, such as fire dispatch; and
4. Public reporting of fire service data.

The Technical Table consists of the Ministry of Community Safety and Correctional Services (MCSCS) and Office of the Fire Marshal and Emergency Management (OFMEM) executive and staff, the Ontario Association of Fire Chiefs, the Ontario Professional Fire Fighters Association (OPFFA), the Toronto Fire Fighters Association (TPFFA), and the Fire Fighters Association of Ontario (FFAO), as well as an Association of Municipalities (AMO) staff member and a lower-tier CAO representative.

The Technical Table met monthly over the course of 2017, offering input to the MCSCS on minimum standards for professional fire service qualifications. Those recommendations were reviewed by the MCSCS and used to develop the draft regulations, for final review by the Minister.

On January 25, the MCSCS released two proposed regulations under the Fire Protection and Prevention Act, 1997 (FPPA) related to new requirements and a third on February 16th, 2018 for:

1. Mandatory training and certification for firefighters; and
2. Community risk assessments to inform the delivery of fire protection services.
3. Public Reporting and Fire Department Response Times

The MCSCS *was seeking public feedback on the regulations in March of 2018. The Kenora response was provided to Council on March 9, 2018 via email. See - ZHouse Proposed FPPA Regulation Changes Comments - Attached*

The MCSCS proposed to establish mandatory certification requirements set out by the National Fire Protection Association (NFPA) for all new firefighters employed or appointed to a fire department for the following positions: suppression firefighters, pump operators, technical rescue, fire officers and fire educators.

These requirements are proposed to come into force January 1, 2019, with the exception of technical rescue, which would come into force January 1, 2020. An additional year for technical rescue to achieve certification is being proposed to allow for sufficient time to develop training and certification examination materials.

In addition, The MCSCS is proposing that mandatory certification requirements also set out by the NFPA apply to existing firefighters currently employed or appointed in fire departments across Ontario, including fire inspectors, fire investigators, fire instructors, hazardous materials personnel and fire dispatchers.

It is proposed that these mandatory certification requirements apply to existing firefighters, given these positions are exposed to increased risk, including risk to the individuals performing these roles. These requirements are proposed to come into force January 1, 2020 to give fire departments additional time to train and certify their staff.

Kenora Fire and Emergency Services has been training to the Ontario Fire Curriculum for many years and adopted the new National Fire Protection Association (NFPA) standards in 2014. Fire department trainers have been training new recruits to applicable sections, to the City of Kenora, of the NFPA 1001 Firefighter Level 1 standards but have never requested certification from the Ontario Fire College as it was not been required, until now.

Certification will greatly increase fire department training budgets across the province as fire departments will have to train to the entire NFPA standard, within a 24 month period, so that certification can be achieved. Certification/testing will be provided by the OFMEM at no cost.

Currently, KFES training is performed through an initial 30 hour (3 day) course that focuses on the applicable sections of the NFPA 1001 Fire fighter, Level 1 with the remainder of the training being performed during regular training with no set timelines.. With mandatory certification fire departments will now have to train to the full NFPA Firefighter Level 1 and Level 2 standards plus the full NFPA Pumper Operations certification standards within a 24 month period.

With these pending legislation changes, I thought I would inform Council of the potential financial impacts (operational/travel and salary expenses) that this legislation will have on the fire department in training and certifying new volunteer firefighters (after January 1, 2019) and in the certification of current career and volunteer firefighters to perform their current positions. For example instructing, public education, inspections.

The following lists of courses and estimated hours to obtain certification for Basic Recruits Firefighter Requirements and associated timelines for the following key certifications.

Basic Recruit Firefighter Requirements:

- | | |
|--------------------------------------|--|
| • NFPA 1001 Level 1 & 2 | 120 hours (40-hours pre-course) |
| • NFPA Pumper Operations | 40 hours (20-40 pre-course) |
| • DZ/Emergency Vehicle License | 30 hours (10 hours pre-course) |
| • Legislation 101 | online 4 to 6 hours |
| • NFPA Hazmat Awareness | 6 hours |
| • Standard First Aid & CPR Level HCP | 16 hours (\$150/person, (1-hour pre-course) |
| • Incident Management System 100 | 4 hours online (no cost), (5 hours pre-course) |

Total: 224 hours

Pre-Course Total: 96 hours
Total training Hours: 320 hours

Additionally, I have included training timelines for specialized training such as **NFPA 1031 Fire Inspector Level 1** and **Inspector Level 2, NFPA 1033 Fire Investigator**. Fortunately KFES has been certifying firefighters to many of the NFPA courses list below however, it was not mandatory, at this time, to be certified to perform these positions.

NFPA 1021 Fire Officer Level 1 to Level 4.

- NFPA 1021 Fire Officer Level 1 40 hours (20-hours pre-class)
- NFPA 1021 Fire Officer Level 2 40 hours (20-hours pre-class)
- NFPA 1021 Fire Officer Level 3 40 hours (20-hours pre-class)
- NFPA 1021 Fire Officer Level 4 40 hours (20-hours pre-class)

Inspector Level 1:

- NFPA 1031 Fire Inspector – Level 1 40 hours
- Courtroom Procedures 24 hours
- Fire Code Div. B Part 2 & 6 40 hours
- Fire Code Div. B Part 3 & 5 24 hours
- Fire Code Div. B Part 4 40 hours
- Fire Code Div. B Part 9 40 hours

Pre-Class total for all above 50 hours
Total Hours for Inspector Level 1: 258 hours

Inspector Level 2:

- NFPA 1031 Fire Inspector – Level 2 40 hours (20-hours pre-class)

Total Hours for Inspector Level 2: 60 hours

Additional mandatory certification courses:

- NFPA 1033 Fire Investigator 40 hours (16-hours pre-class)
- NFPA 1041 Instructor Level 1 20 hours (8 hours pre-class)
- NFPA 1006 Water Ice Rescue 40 hours (8 hours pre-class)

The public comment period is currently closed and the Technical Table has reconvened to review and prioritize all received comments and hopefully revise the current FPPA regulatory changes. No the less, the Ontario Association of Fire Chiefs states that it is the current government intention to pass these legislative changes and mandatory certification and training for all firefighters will come to law. As stated, in my public comments submission concerning the FPPA changes (ZHouse Proposed FPPA Regulation Changes Comments - Attached) these changes will have significant financial impact on municipalities and will negatively affect future volunteer firefighter numbers as people will not be able to commit to the hours to be certified.

My and most Fire Chiefs in the province, concerns are mainly with the impacts of the mandatory certification. Concerns for Community Risk Assessment and the Public Reporting are discussed in ZHouse Proposed FPPA Regulation Changes Comments - Attached.

It is my intention to keep Mayor and Council informed on these changes and the impact it will have on the City of Kenora.

Resolution for Council:

That Council hereby accepts the report from the Kenora Fire and Emergency Services Department concerning the proposed regulatory changes to the Fire Protection and Prevention Act.

Briefing By: Todd Skene, Fire & Emergency Services Manager

Bylaw Required: No



CITY OF KENORA FIRE AND EMERGENCY SERVICES

100 Fourteenth Street North Kenora, Ontario P9N 4M9

Phone : (807) 467-2107 Fax: (807) 467-2155

E-mail: tskene@kenora.ca

March 9, 2018

RE: Proposed Regulation for Mandatory Training & Certification Under the *Fire Protection and Prevention Act, 1997*

In my review of the proposed changes to Fire Protection and Prevention Act which were recently released by the Ministry Of Community Safety and Correctional Services for public comment:

1. Mandatory training and certification of for firefighters;
2. Community risk assessment
3. Public reporting

Draft Regulation 1 - Mandatory training and certification

I understand that many parties were at the technical table that produced these regulatory changes and do support the certification of firefighters. However, I believe the provisions contained within these regulatory changes will negatively impact composite and volunteer fire departments within the province of Ontario. Especially in the northwest, which was not represented at the technical table. In review the changes I offer the following changes for your consideration.

New Firefighter Certification

As the regulation currently stands the regulatory changes to training and certification for new firefighters will take affect starting January 1, 2019 and will greatly increase the number of training hours and municipal costs to deliver the training. Since many municipal budgets are already approved. I propose that the currently deadline be deferred to January 1, 2020, this will allow municipal governments to plan and budget for these increases. Additionally, this increase will allow the Ontario Fire Marshal and Emergency Management (OFMEM) to review their program and be able to provide the necessary funding and training programs to support all Ontario fire departments so that they can meet the certification requirements.

Currently many fire departments train to the NFPA standards and do not seek certification. With mandatory certification a new firefighter is required to obtain their NFPA Level 1 and 2 Firefighter, and NFPA 1002 Driver/Pumper Operations certification within a 2 year period. This training will require approximately 400

hours of classroom and practical training to ensure a candidate is ready to be tested for certification. This will greatly increase municipal budgets and will greatly reduce the volunteer firefighter numbers across the province, especially in the north. Volunteer numbers in all aspects, especially in the fire service, are reducing drastically and now having to ask a new volunteer firefighter and training officers to commit 400 plus hours of their personal time over a two year period will greatly decrease the interest in becoming a volunteer firefighter. Therefore, I would like to recommend that the 24 month Internship Program be expanded to 60 months allowing municipalities to plan and budget accordingly for these increases. This will also allow for the OFMEM to build capacity, that is currently not available, so that they are able to provide the necessary training (online and classroom) and certification/testing services described within the new regulation.

Table 1, Mandatory Certification

Table 1, Mandatory Certification items 4 through 11 describes the NFPA certification standards for additional training for the fire protection services provided by each fire department. This specialized training in many cases is delivered by the Ontario Fire College (OFC). Fire departments in Northwestern Ontario because of distance, time and funding are not able to attend training at the Ontario Fire College and to date certification training in the north has been limited. The proposed changes clearly state that the Fire Marshal must provide certification but the OFMEM and the OFC do not have capacity to provide the training and certification testing within Northwestern Ontario. If these regulatory changes are approved the OFMEM and the OFC must be provided with additional funding for the staff and resources to deliver the necessary training for certification and evaluators for testing.

Furthermore, the OFC must provide access to free online training and testing, this will reduce costs to both the province and municipalities.

In 2013/2014 fire departments were able to grandfather their personnel from the Ontario Fire Curriculum to the National Fire Protection Association (NFPA) standards either through having experience or through knowledge base. This allowed fire departments to move forward in their training and not have to restart at the beginning level of the NFPA curriculum.

The grandfathering process should be re-opened and made as broad as possible, with updated eligibility, so all current fire service personnel can be grandfathered to their current level. This will save significant funding on all sides as we move forward with this legislation. At a minimum, grandfathering should be re-opened to all departments under the 2013/14 eligibility criteria – not just to those who did not pursue the option at that time.

I strongly feel that these changes were driven by Southern Ontario and will negatively affect and in many cases will close the small rural unorganized fire department who already struggle to provide fire protection for their areas. The OFMEM employs approximately 50 fire departments through the Northern Fire Protection Program. These departments are our mutual aid partners and under the current proposed regulation will eventually cease operations, as they will not be able to retain and attract volunteer firefighters.

Draft Regulation 2 – Community Risk Assessment

In review of the Community Risk Assessment, I find that there is duplication in several aspects to this reporting and mirror the concerns as presented by the Ontario Association of Fire Chiefs presented in their letter dated March 7, 2018

“While we recognize that risk assessments are currently being completed in Ontario communities under the Emergency Management and Civil Protection Act, 1990, we support the proposed regulation and its intention to implement specialized community risk assessments as it relates to fire services (as directed by local councils). However, the OAFIC believes this draft regulation, specifically under Schedule 1 Mandatory Profiles, requires amendments to improve understanding and compliance. We recommend the following changes to the proposed regulation.

- *That the reference to building stock and classifications should use MPAC data to classify building usage in regards to fire risk, with amendments to existing municipal agreements about what information is available to fire services.*
- *That the line about reporting the “state of compliance within the fire code” in Section 2 be deleted, as this is directly dependent upon municipalities’ set level of service for fire prevention (e.g. fire inspections upon request or complains as permitted, under the FPPA).*
- *That Section 6 be removed. In a multi-tier government (e.g. lower-tier fire, upper-tier EMS and provincial police), the data required for a public safety response profile, as currently called for in the draft regulation, is not attainable.*
- *That the mandatory risk assessment for fire, under Section 7 of this regulation, be clarified in regards to content and formatting as a stand-alone document.*
- *That Section 9(2) be edited to remove the requirement to compare to other “like” municipalities, as this data is not readily available. Reporting against provincial trends would be more appropriate”*

Draft Regulation 3 – Public Reporting

This regulatory change should be put on hold until Ontario’s Standard Incident Reporting (SIR) Framework is overhauled. There currently is too much inconsistency in how data is inputted, pulled and interpreted from the SIR system across municipalities and fire departments. The overhaul of the SIR has been discussed frequently and along with the OAFIC and AMO believe that the Technical Table should reconvene to discuss SIR system improvements and implementation strategies, while the proposed regulation on Public Reporting is put on hold.

The regulatory changes do not use language that is commonly used in other portions of the FPPA and need to use terms-full time, composite, volunteer when referring to fire departments.

Medical response times should not be part of the fire response requirements as it relates to the fire-medic regulatory changes, which are changes to the Ambulance Act and not in relation to the FPPA or fire services.

Kenora Fire and Emergency Services is a composite fire department and it is unclear as to the reporting for a composite department (Schedule 1) where full time and volunteer firefighters are quite often arriving in the same vehicle. In these cases, would the Schedule 1 timing standards and benchmarks apply?

Recommend the clarification on Schedule 1 as it pertains to composite departments that deploy together or using different language such as rural and urban responses.

Thank you for this opportunity to comment on the proposed changes to the Fire Protection and Prevention Act and hope that the recommendations brought forward by our fire department will be taken seriously in moving forward.

Yours sincerely,

A handwritten signature in blue ink that reads "T Skene". The signature is cursive and stylized.

Todd Skene,
Fire and Emergency Services Manager/Fire Chief/CEMC
Kenora Fire and Emergency Services



March 28, 2018

Housekeeping Council Briefing

Agenda Item Title: 2018 Fire and Emergency Services First Quarter Summary Report

Background Information:

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

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

Period: January 1st, 2018 to March 31, 2018.

Emergency Responses

During this quarter, Kenora Fire and Emergency Services responded to a total of 71 emergency calls as follows:

During this Quarter fire personnel responded to the follow emergency responses:

1. Fire: 6 fires including fire at the Kenora Jail and River Drive home, two vehicle fires, electrical and smell of smoke in home.
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 32 alarm calls including several carbon monoxide calls, fire alarm activations and 2 intentionally activated fire alarm.
3. Emergency Medical Response: 15
4. Burning Complaints: 2
5. Motor Vehicle Collisions: 11 incidents on local roads and area highways.
6. Water/Ice Rescue: 1
7. Other: 4 calls including a steam pipe rupture, strange odours, bomb threat at the Kenricia Hotel.

First Nations Emergency Response Agreements

The CKFES responded to no emergency calls during this quarter to local First Nation partners. We continue to work with our partners on fire safety and fire prevention activities.

Fire Inspections

The CKFES continues to be proactive in administering the Ontario Fire Code through our Fire Inspection Program, completing 15 fire code inspections and several consultations during this quarter. CKFES are working closely with building owners in becoming compliant to the Ontario Fire Code.

Vulnerable Occupancy Program

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

The City of Kenora has four care and treatment homes that meet these requirements. The CKFES works closely with them to ensure they meet their annual legislated requirements.

During this quarter Birchwood Terrace Care and Treatment Home was inspected and successfully performed their annual fire drill scenario.

Fire Prevention and Life Safety Education Program

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

During this quarter, fire personnel have completed the following:

1. Fire Safety Plan Approvals: 4 including Jaffrey Mellick Sports facility, KACL homes and the Kenora OPP facility.
2. Hall Tours: 4 tours including Washagamis Bay First Nation Children's Centre.
3. Northwestern Health Unit – Safe Communities Monthly meetings,
4. Grandview Villas Apartments Fire Safety Presentation
5. King George School fire safety presentation.
6. City Communications Specialist: CKFES has partnered with our Communications Specialist in getting fire safety messages out to our employees through, inter office email, televisions throughout the city and the Cities Facebook page. This process is proving to be very effective in delivering fire safety messaging out to City staff. This quarter featured Smoke Alarm Change Your Batteries, Questions Often Asked to the Fire Department.
7. CKFES continues to utilize our FACEBOOK page for fire safety information, messaging and fire department information.

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

Firefighter Training

1. Radio Operations and Protocols
2. EMS (Ambulance) Training and Familiarization
3. Positive Pressure Ventilation and Search and Rescue
4. MNRF INFO HR Computer Training.
5. Ladders
6. Winter Operations – Truck maintenance, pump operations and winter safety
7. Leadership Training

Fire Inspector Certification

The City of Kenora Fire and Emergency Services firefighter are working on obtaining their Fire Code Inspectors certification. Having NFPA trained inspectors to enforce the Ontario Fire Code inspection will enhance the current fire inspection and enforcement program.

KFES will have four certified inspectors by mid-2018, having completed the 6 courses offered by the Ontario Fire College.

1. Legislation 101 – April 2018 (On line)
2. Fire Code Part 9 – May 2018

Other

1. Monthly Chief Fire Officer Meetings
2. Monthly Health and Safety Meetings
3. Firefighters volunteered their time for the Polar plunge at Anicinabe
4. Chief attend the Zone 1 Mutual Aid Meeting and Kenora District Mutual Fire Aid Association meeting.
5. Chief attended the Northern Ontario Fire Training Advisory monthly conference calls.
6. As Zone 10A representative, Chief participated in monthly Provincial Advisory Committee (PAC) conference calls through the Ontario Fire Association of Fire Chiefs.
7. Chief attended Monthly Safe Communities Kenora meetings at the Northwestern Health Unit.
8. Annual truck safety inspections and safeties.
9. Chief attended Emergency Management Ontario Consultation session and the Northwest Community Emergency Management Coordinator quarterly meeting in Fort Francis.
10. Monthly Kenora Safe Grad Committee meetings.

Firefighter Recruitment and Retirement

Recruitment drive for 2018 Volunteer Firefighters starting in January with 7 applicants. To date 5 have attended the information sessions and have written the examinations.

Resolution for Council:

That Council hereby accepts the 2018 Third First Quarter Report from the Kenora Fire and Emergency Services Department for the period of January 1 to March 31, 2018.

Briefing By: Todd Skene, Fire & Emergency Services Manager

Bylaw Required: No