



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, August 14, 2018
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Lunny

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:

- Amend the 2018 Operating & Capital Budget for the following:
 - to withdraw funds from the wages for the Manager of Community & Development Services in the amount of \$18,000 plus applicable taxes to offset the cost of the preliminary drawings for the twinning at the Kenora Recreation Centre project
 - An additional allocation of \$15,547 to the Coney Wharf rehabilitation project, to be funded through the Docks Relocation project
 - An additional allocation of \$11,583 to the Street Sweeper capital purchase, to be funded through the Asphalt Equipment capital purchase
 - An additional allocation of \$10,882 to the Road Reclaimer capital purchase, to be funded through the budget for the Roads Dump Truck capital purchase
 - An additional allocation of \$12,211 to the Bunny St. project, to be funded through the Crawford Pumping Station project
 - An additional allocation of \$105,377 to the Pool Painting and surge tank repair project, to be funded through the Pool Deck Tile project
 - An additional allocation of \$35,513 to the KRC Flat Roof Replacement project, to be funded through the KRC AHU and dressing room floor projects
- Approve the 2017 City of Kenora Annual Report including the 2017 audited financial statements for the City of Kenora
- Declare municipal lands locally known as Property Located North of Hwy 17E, area of Pine Portage Road being lanes, roads, whole lots, and part lots on Plan of Subdivision M-63; described as PINs 42168-0256, 42168-0146, 42168-0227, 42168-0145, 42168-0144, 42168-0150, 42168-0472, 42168-0155, 42168-0258, 42168-0229, 42168-0143; Part of PINs 42168-0153, 42168-0474, 42168-0154, 42168-0152, 42168-0257, 42168-0246; in the City of Kenora, as surplus needs to the municipality

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 – July 17, 2018

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

- Andrea Clemmens, Pregnancy & Infant Loss Network (PAIL)

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Finance & Administration

- Capital & Unusual Spending
- 2018 Q2 Investments
- 2018 Q2 Contracts
- 2017 Annual Report
- June 2018 Financial Statements

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- West Bay Road Traffic Amendment to Parking
- Winter Maintenance Policy Amendment

9.4 Community & Development Services

- Budget Amendment – Twinning Preliminary Drawings
- D11-18-01 Kings Landing Site Plan Agreement
- Harbourfront Development Steering Committee Member
- Garrow Park Playground Cover Material

10. Housekeeping Resolutions

- September Council Meeting Date Change
- 2017 Budget Amendments Approved by Deputy Treasurer or Treasurer
- Agreement with HTFC Planning & Design for Harbourn Business Development Plan
- Recreation 2nd Quarter Report

- Various Committee Minutes
- June 2018 Water & Wastewater Monthly Summary
- Council to declare municipal lands locally known as North of Hwy 17E, area of Pine Portage Road surplus needs to the municipality
- Trillium Foundation Funding Application – Kenora Pickleball

11. Tenders

- Screened Winter Sand

12. By-laws

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

- Confirmatory
- West Bay Road Traffic Amendment to Parking
- Winter Maintenance Policy Amendment
- Budget Amendment – Twinning Preliminary Drawings
- D11-18-01 Kings Landing Site Plan Agreement
- 2017 Budget Amendments Approved by Deputy Treasurer or Treasurer
- Agreement with HTFC Planning & Design for Harbourtown Business Development Plan

13. Notices of Motion

14. Proclamations

- Prostate Cancer Awareness Month

15. Announcements (non-action)

16. Adjourn to a Closed Session

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

i) Education & Training Members of Council (2 matters)

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**.



July 27, 2018

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

Agenda Item Title:

2017 Budget Amendments Approved by Treasurer or Deputy Treasurer from January 1 to December 31, 2017

Background Information:

Under the City of Kenora Procurement Policy, where the Senior Leadership Team Member is unable to reduce a project cost to be within the budgeted amount 'the Senior Leadership Team Member may identify an appropriate funding source from a budgeted expenditure within the same department or function that has either been completed under budget or has been deemed of a lesser priority by that Senior Leadership Team Member. the Senior Leadership Team Member shall then present this funding option to the Budget/Special Projects Officer (Deputy Treasurer – Treasurer as designate) who has the authority to transfer the budget dollars. As part of this authority, the Budget Special Projects Officer/Deputy Treasurer/Treasurer shall be required to report any such transfers to Council on an annual basis for the purpose of passing a budget amendment By-law to formally amend the budget to reflect the reallocation of funds'.

The table in the attachment outlines the approvals granted between January 1 and December 31, 2017 by Charlotte Edie, Treasurer or Jon Ranger, Deputy Treasurer, which relate to the 2017 budget.

Resolution for Council:

That Council hereby approves an additional allocation of \$15,547 to the Coney Wharf rehabilitation project, to be funded through the Docks Relocation project; and further

That Council hereby approves an additional allocation of \$11,583 to the Street Sweeper capital purchase, to be funded through the Asphalt Equipment capital purchase; and further

That Council hereby approves an additional allocation of \$10,882 to the Road Reclaimer capital purchase, to be funded through the budget for the Roads Dump Truck capital purchase; and further

That Council hereby approves an additional allocation of \$12,211 to the Bunny St. project, to be funded through the Crawford Pumping Station project; and further

That Council hereby approves an additional allocation of \$105,377 to the Pool Painting and surge tank repair project, to be funded through the Pool Deck Tile project; and further

That Council hereby approves an additional allocation of \$35,513 to the KRC Flat Roof Replacement project, to be funded through the KRC AHU and dressing room floor projects; and further

That in accordance with Notice By-law Number 144-2007 notice is hereby given that Council intends to amend its 2016 Budget at its August 14, 2018 meeting; and further

That Council hereby gives three readings to a by-law for this purpose.

Budget: These are reallocations within the 2017 budget therefore no additional funds are requested.

Communication Plan/Notice By-law Requirements: Notice of By-law amendment required. Resolution and By-law required.

Strategic Plan or Other Guiding Document: Per Procurement Policy CS 1-1

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: No



The following table outlines the approvals granted between August 1 and December 31, 2017 by Jon Ranger, Deputy Treasurer or Charlotte Edie, Treasurer, which relate to the 2017 budget.

Item	From	To	Amount	Notes
Coney Wharf rehabilitation	17.381.01 Docks relocate existing docks	17.382.01 Coney Wharf rehabilitation	\$15,546.50	Subsidy less than budgeted for Coney Wharf and dock project. Also additional \$11,285.46 taken from net tax levy.
Street Sweeper	17.393.06 Asphalt equipment	17.393.03 Street Sweeper	\$11,582.75	Asphalt equipment under budget by \$13,638.94 and sweeper over budget by \$11,582.75.
Road reclaimer	17.393.01 Roads dump truck	17.393.05 Road reclaimer	\$10,881.92	Dump truck under budget by \$19,968.20 and reclaimer over budget by \$10,881.92.
Bunny St. pumping station	17.412.01 Upgrading Crawford pumping station	New project Bunny St. pumping station	\$12,211.20	Crawford station was \$28,781.91 within budget which provided the opportunity to begin the Bunny St. project which is in the 2018 capital budget.
Pool painting and surge tank repairs	17.733.03 Tile pool deck	17.733.04 Pool painting and surge tank repairs	\$105,377.38	Under spending for the pool deck by \$193,480.19, of which \$105,377.38

				was transferred to the painting and tank repairs.
Flat roof replacement	17.730.02 KRC AHU (\$25,000) and 17.730.03 dressing room floor (\$10,513.26)	17.730.01 Flat roof replacement	\$35,513.26	Underspending for the AHU and dressing room floor used to cover overspending for roof replacement



July 25, 2018

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

Agenda Item Title: HTFC Planning and Design Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and HTFC Planning and Design for the provision of a Harbourfront Business Development Plan project in the amount of \$71,435 plus HST.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and HTFC Planning and Design for the Harbourfront Business Development Plan project; and further

That the CAO be authorized to execute this agreement.

Budget:

As per the agreement, the total project budget is \$71,435 plus HST. This project has been approved through the 2018 capital budget process. The Northern Ontario Heritage Fund Corporation has approved an application to support 33.33 percent of total project costs, to a maximum of \$33,333. An application to the Federal Economic Development Initiative for Northern Ontario (FedNor) for 33.33 percent of total project costs to a maximum of \$33,333 has also been submitted and a decision is outstanding. Council approved a budget amendment so as to allow for the project to commence at the July 17, 2018 meeting.

Risk Analysis:

There is moderate financial risk in the event that FedNor does not approve the project and the work has already begun. The City would then be responsible for 66.67 percent of total project costs, with the remaining percentage to be funded by NOHFC. Staff have decided to accept this risk as indicated by the recommendation and this was accepted by Council in July 2018 through the approval of a budget amendment.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 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;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes

July 24, 2018



City Council Committee Report

TO: Mayor & Council

FR: Casey Pyykka, Community Program Liaison

RE: Recreation Services 2018 Second Quarter Report

Recommendation:

That Council hereby accepts the 2018 Second Quarter Report for the Recreation Services Department.

Background:

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

This report provides statistics developed and tracked for the facilities.

Strategic Plan or other Guiding Document:

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

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

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

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.

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.

3 – 9 The City will establish protocols for staff orientation that provide the fundamental tools of customer service and organization understanding.

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.

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



KENORA
RECREATION
CENTRE
welcome to wellness

Recreation Services Department Quarterly Report

April - June 2018

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 **April - June 2017**.

Participant Visits by Activity

ACTIVITY	April - June 2017	YTD 2017	April - June 2018	YTD 2018
Lane Swim	1950	4115	1736	3482
Tot Swim	740	2053	676	1772
WaterFit	1336	2291	1371	2594
GentleFit	519	868	479	1011
Schools	6903	11,743	5888	9537
Public Swims	4684	12,643	3235	10,311
Family Swims	505	1663	508	1742
Rentals	1079	1742	1093	2173
Swim Lessons	1340	2808	1784	3146
Adult Lessons	0	33	*included in swim lessons	22
Lifesaving Society Programs	310	411	312	1081
Special Olympics	57	162	46	151
Kenora Swimming Sharks & Kenora Borealis	991	2334	1136	2205
Other (Special Programming)	215	459	795	1521
Hot Tub	4087	10,319	3705	8925
Pool Totals	24,716	53,634	22,764	49,673
Walking Track	1750	5176	2454	6722
Open Ice	48	1446	123	1373
Fitness Centre	16,207	33,138	16,050	32,647
Group Fitness	1897	4147	2213	4555
Facility Total	44,618	97,541	43,604	94,970

Aquatic Centre

The Aquatic Centre hosted the Project Sunset which was a 7 week session program that had 24 kids who have very little exposure to structured swimming lessons. Each sessions the participants learnt basic skills for water safety. This program was enjoyed by everyone. Our customers commented how they enjoyed watching the children and saw the benefits of giving children a long term exposure to water safety.

The Regional Training Session for Red Cross Lifeguard and Lifeguard Instructor Course was held at the Aquatic Centre. It had 12 candidates registered from Red Lake, Dryden, Fort Frances, Kenora and Brandon. The Red Cross offered the 4 courses free of charge to all candidates (Red Cross Assistant Lifeguard, Red Cross Lifeguard and Red Cross Assistant Lifeguard Instructor).

The Aquatic Centre also offered the Lifesaving Swim to Survive to our surrounding communities such as Whitedog, Whitefish, Grassy Narrows and Onigaming. This program is viable to all our communities as it demonstrate three essential skills, roll, tread and swim. It focuses on falls into open water and what a person may face in this situation.

Facility Rental Hours

Facility Booking in Hours	April - June 2017	YTD	April - June 2018	YTD
Thistle Rink	175.25 hours	1309.75 hours	185 hours	1314 hours
Keewatin Memorial Arena	101.75 hours	965.75 hours	69.75 hours	958.5 hours
Recreation Facility Rooms	1394.25 hours	2297 hours	810.5 hours	1585.67 hours
Dry Pad	308 hours	308 hours	283 hours	283 hours

Due to Easter landing in March the Kenora Recreation Centre and Keewatin Memorial Arena extended ice till April 15, 2018.

Membership and Package Sales

Membership Type	April – June 2017	YTD	April – June 2018	YTD
Annual	29	78	45	110
Post-Secondary	99	145	85	108
90 Day	161	355	180	412
10 Visit Passes	124	292	120	296
25 Visit Passes	265	621	315	945

Instructional Program 10 and 25 Visit Passes	41	78	47	94
Personal Training	13	25	9	24

Parking Revenue

Parking Duration	April – June 2017	April – June 2018
Seasonal (\$390)	9	9
Month (\$130)	1	4
Week (\$35)	47	56
Overnight (\$7)	428	550

Ball Diamond Rentals

Ball Diamond Bookings in Hours	April – June 2017	April – June 2018
Kenora Recreation Centre	362.5 hours	437.5 hours
Millennium Park (A&W)	152.5	344 hours
Kenora Central Park	87 hours	195 hours
Portage Bay (Keewatin)	133.5 hours	247 hours
Co-Op Ball Diamonds (Jaffray Melick)	212.5 hours	0 hours
Total	948 hours	1223.5 hours

* Co-Op Ball Diamonds were closed for 2018 baseball season due to renovations.

Special Events

Kenora Skating Club Ice Show	Keewatin Figure Skating Club Ice Show
Lake of the Woods District Hospital 3 on 3 Tournament	Kenora Swimming Sharks NWO Swim Meet

Cancer Bus	Home and Leisure Show
Lake of the Woods Girls Hockey Banquet	Lake of the Woods Minor Hockey Banquet
Pickle Ball Tournament	Kenora Public District School Board Family Expo
Super Circus Spectacular	Dog Show
Bike Rodeo	Safe Grad
Staff BBQ	Fire Safety Saturday Family Event: Community Fire Protection

Partnered Events

Health Care Recruiter – Doctor Locum packages	10k/10hr Challenge
Accessibility Advisory Committee – National AccessAbility Week	Knew Life Pelvic Healing – Free Pelvic Floor Fitness Workshop
Tourism Family Expo	

Programs / Activities

April Fitness Classes	24 group fitness classes – 806 people attended NEW: Hatha Yoga & new instructor
April Water Fitness Classes	9 Water Fitness Classes – 520 people attended
April 10 th – Spring Swim Registration	Red Cross Swim Lessons T/TH: 64 participants Red Cross Swim Lessons Sunday: 39 participants Canadian Swim Patrol: 5 participants National Lifeguard Course: 4 participants
April 19 th – Community & Development Services Tour	Toured Ammonia Plant & Pool basement
April 26 th – Valleyview Pool Presentation	Presented: Casey Pyykka & Aaron Eisler
April 27 th – PD Day	\$3 Family Swim \$3 Public Swim
April 27 th – Awesome Adventures PD Day Camp	20 participants (Max capacity – 20 participants)
May Fitness Classes	24 group fitness classes – 721 people attended
May Water Fitness Classes	9 Water Fitness Classes – 513 people attended
May 12 th – Sponsored Swim	Mental Health & Addictions Programs LWDH 34 people attended
May – Mom & Babe Classes	8 Sessions 4 participants
May 23 rd – Late Spring Swim Registration	Swim & Play: 3 participants Red Cross Swim Lessons T/TH: 27 participants National Lifeguard Recert: 5 participants Water Safety Instructor Recert: 1 participant Canadian Swim Patrol: 2 participants

May 28 th – Evergreen Facility Tour/Swim	Presenter: Casey Pyykka Attended: 35 participants
May 29 th – Sports Hall of Fame	Unveilling
June Fitness Classes	22 group fitness classes – 683 people attended
June Water Fitness Classes	8 Water Fitness Classes – 338 people attended
June 1 st – Summer Registration	Awesome Adventures Day Camp – 8 weeks 4 on 4 Hockey – 5 days
P.A. Day Activities – June 8 th	\$3 Family Swim \$3 Public Swim
June 8 th – Awesome Adventures PD Day Camp	12 participants (Max capacity – 20 participants)
June 19 th – Outdoor Swim Registration	Garrow Beach – 2 weeks program Keewatin Beach – 2 week program
June 29 th – Free Public Skate at Keewatin Memorial Arena	60 people attended
School Board Swimming Lessons	481 Students attended Red Cross Swim Lessons
Recertification's	National Lifeguard: 9 Participants Water Safety Instructor: 9 participants

Staff Training

April 4 th – Webinar: How to Get Parents to Buy into Safety	Attended: Casey Pyykka
April 10 th – 13 th : Parks and Recreation Ontario Educational Forum and Trade Show	Attended: Aaron Eisler & Casey Pyykka
April 13 th – 15 th : Lifesaving Society Annual General Meeting	Attended: Casey Pyykka
April 22 nd – 25 th : International First Aid Conference	Attended: Darby Spicer
April 25 th : Red Cross Rescue Tube Workshop	Attended: Casey Pyykka, Crystal Stokes, Jenn Spencer, Meghan O'hara, David Friesen, Cameron Chambers, Emily Moncrief, Tyler Wilwand, Brooklyn Snow, Erica Burgess, Hannah Hulagrocki, Adler Grienke, Cassandra Moncrief, Sarayah Garrow, Mica Wells, Alex Illman, Olivia Friesen-Kroker, Jonah Grienke, Jessica Therrien
April 25 th – Audio Conference: Working and Managing in a Unionized Environment	Attended: Aaron Eisler & Casey Pyykka

May 3 rd – Kenora Community Consultation	Attended: Casey Pyykka
May 6 th – National Lifeguard Recertification	Examiner: Casey Pyykka Attended: Crystal Stokes & Jonah Grienke
May 7 th – 9 th : Red Cross Annual Conference & Awards	Attended: Casey Pyykka
May 9 th – 11 th : High Five Principles of Healthy Aging & PHA Trainer Course	Attended: Crystal Stokes
May 13 th – 15 th – ORFA Legal Awareness I	Attended: Aaron Eisler, Curtis Leroux, Troy Garrow, Mark Daignault, Mike Pavey, Ricky Neufeld, Jeff Peplinkskie, Ryan Fisher
May 28 th – Health and Safety Orientation	Attended: Shae-Lynn Johnson & Calvin Legarde
June 1 st – ERM Refresher	Attended: Casey Pyykka
June 16 th – National Lifeguard Recertification	Examiner: Casey Pyykka Attended: Tyler Wilwand, Emily Moncrief, Hannah Hulagrocki
June 19 th – Dealing with Difficult People	Attended: Val Mongrain & Heidi Smith
June 20 th – 21 st – Mandatory Supervisory Training: Dealing with difficult people	Attended: Aaron Eisler & Casey Pyykka
June 25 th – National Lifeguard Recertification	Examiner: Crystal Stokes Attended: Casey Pyykka, Meghan O’Hara, Cassandra Moncrief, Jessica Therrien
June 25 th – Health and Safety Orientation	Attended: Julie Joyal & Mason Barclay
Regional Training Session for Red Cross Lifeguard & Lifeguard Instructor Course	Attended: Crystal Stokes, Darby Spicer, Cameron Chambers and David Friesen
Aquatic Staff Training	Attended: Amelia Illman and Anna Schaub

Strategic Plan

The Kenora Recreation Centre still strives in reaching goals towards the City of Kenora Strategic Plan. Below highlights our success at the strategic plans goals for this quarter:

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

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 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.

During this quarter the Kenora Recreation Staff met with Baseball user groups to discuss the 2018 season and any changes that need to be made. Council helped support the Lake of the Woods Senior baseball group with adding a senior rate to help their league with facility fees. The Kenora Recreation Centre staff also met with the youth ice users to discuss the 2018/2019 season. Concerns were brought forward and the Tourism & Recreation Division Lead and Community Program Liaison worked to resolve any concerns.

The Kenora Recreation Centre educated students from Valleyview on the water filtration system to run a pool. Evergreen also participated in a facility tour to understand the functions of a recreation center.

The Kenora Recreation Centre hosted the Accessibility Advisory Committee, Celebrating Accessible Community Sports. At the meeting it was announced that the City of Kenora was awarded the grant to bring Sledge Hockey into our community. It was highlighted our accessible facility and programs we offer to the community.

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

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

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.

During this quarter the maintenance team kept our facility in good condition and completed repairs such as:

- ESA Inspection in pool basement.
- Ice out at the Kenora Recreation Centre & Keewatin Memorial arena
- Senior Centre grease trap is in need of repairs and maintenance did preventative repairs
- Received new floor scrubber
- Pool heat exchanger failed and was repaired
- ESA inspection for Home & Leisure show
- Installed new energy efficient circulation pump from pool to Dryotron
- Painted and prepped Keewatin Memorial Arena for capitol project
- Pool pilot to Leisure pool failed and was repaired
- Concerns about baseball diamond lights were brought forth by user groups
- Assembled bleachers for parks and beaches

- Sierra began capital project for Zamboni trenches in Keewatin Memorial Arena and Kenora Recreation Centre
- Hired Pinchin to do air quality test in pool basement
- 3 new treadmills and stair climber were installed into Fitness Room
- Put ice in at the Keewatin Memorial Arena in preparation to host ORFA.
- Dorcey Contractor started access to Referee room
- Bowman installed new controls for hot tub required by ESA
- Boiler one had an electronic malfunction

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.

3 – 9 The City will establish protocols for staff orientation that provide the fundamental tools of customer service and organization understanding.

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.

3 – 14 The City will forge stronger relations with neighbouring communities and area municipalities by City Staff, particularly those that help ensure tight coordination 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 Kenora Recreation Centre helped a Saint Thomas Aquinas Highschool student gain work experience by co-op at our facility. They took on daily roles to help with janitorial areas of the facility. They showed a lot of passion for the facility and looked forward to coming to the Recreation Centre each day.

The Kenora Recreation Centre developed mentoring programs for new staff for pool and desk. This was implemented this quarter with new staff joining our team.

The summer day camp staff participated in the HIGH FIVE, Principles of Healthy Child Development. This course gave them the tools to implement age appropriate programs throughout the summer, conflict resolution, bullying and inclusive activities.

The Aquatic Centre taught and promoted the Lifesaving Societies Swim to Survive to our school boards and surrounding communities. They also help promote water safety to Project Sunset which focused on children who do not have experience around the water.



July 30, 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:

- May 23 & July 26 – Kenora Public Library Board
- July 18 - Heritage Kenora Committee
- June 28 & July 26 – Lake of the Woods Museum Board; and

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

- May 17 – Northwestern Health Unit Board of Health; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



July 23, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

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 June.

Resolution for Council:

That Council of the City of Kenora hereby accepts the June 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**

June 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 May 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:

- June 4th
- June 11th
- June 18th
- June 25th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced electrode in clearwell influent analyzer.
- Replaced ball check valve on trim chlorine solution feed line.
- Installed maintenance kit on trim chlorinator.
- Installed maintenance kit on trim chlorine injector.

2.4 Training

- No training took place in the month of June 2018.

2.5 Water Quality Complaints

- There was one customer complaint in June. Resident had noticed rust colored water on two occasions in the past week. Also had a plumber at residence to investigate issues with hot water tank. Unsure if hot water tank may have been the cause of colored water. Chlorine residual was adequate at 1.47 mg/L. Resident to follow up if problem continues.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- June 6 - Dug and lowered curb box at: 641 Sixteenth Avenue North.
- June 11 - Dug and repaired watermain break at: 121 Main Street Rideout.
- June 20 – Dug and repaired water service leak at: 311 Second Street North.
- June 26 – Dug and installed rod on watermain valve at: 504 Rabbit Lake Road.

3.1.2. Wastewater Collection

- June 1 – Flushed to clear the plugged sewer at: 124 Fourth Street North.
- June 5 – Rodded sewer main at: 1107 Beach Road.
- June 5-6 – Dug and repaired leaking Force Main at: First Avenue Pumping Station.
- June 12 – Rodded plugged sewer at: 323 Eighth Avenue South.
- June 16 – Replaced grinder pump at: 12 Universal Drive.
- June 18 – Rodded plugged sewer at: 805 Railway Street.
- June 22 – Dug and repaired Force Main Break at: First and Tenth Pumping Station.
- June 22 - Rodded plugged sewer at: 520 Third Street North.
- June 23 – Rodded plugged sewer at: 322 First Street North.
- June 24 – Rodded and televised plugged sewer at: 322 First Street North.
- June 24 - Repaired grinder pump at: 404 Rabbit Lake Road.
- June 25 – Rodded plugged sewer at: 520 Third Street North.
- June 25 - Replaced grinder pump at: 9 Beach Street, Coney Island.
- June 26 – Rodded plugged sewer at: 322 First Street North.
- June 26 – Rodded plugged sewer at: 520 Third Street North.

3.1.3. **Water Thaws:**

	June 2017	June 2018
City	0	0
Private	0	0

3.2 Training

- June 12 and 14 – All the staff (exception Biman Paudel and Rich Pernsky) attended half day session on Basic Supervisory Training for the front line staff.
- June 19 – Dave King and Mike Derouard attended one day training on “How to Manage Difficult People” conducted by Achieve, Centre for Leadership and Workplace Performance.
- June 20-21 – Ray Lindquist and Biman Paudel attended two days of training on “Leading through Conflict” conducted by Achieve, Centre for Leadership and Workplace Performance.
- June 26 – Scott Cameron, Rich Pernsky, Marc Prefontaine and Ryan Longe attended a full day course on “Confined Space Entry” conducted by Elite Services Inc.

3.3 Water Quality Complaints

There was one (1) customer complaint reported to the Water Treatment Plant for the month of June. See item 2.5 for more details.

3.4 Boil Water Advisory(s) - 2018

Date and Location:

- June 11– Eighteen residents on Main Street Rideout, and eleven residents on Scramble Avenue.
- June 23 – Fourteen residents and four other institutions (Kenora Airport Authority, NAV Canada, Walston Air and MNR) on Airport Road; and Truss Joist on Jones Road.

3.5 Other Information

- Richard Pernsky received his Class OIT Certification on Water Distribution and Wastewater Collection.

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 on June 19, 2018 - Results:
- a. Total BOD (biological oxygen demand) Raw Sewage: 136 [mg/L]
 - b. Total BOD Final Effluent: 17.5 [mg/L] - limit is 25 [mg/L].
 - c. Total Suspended Solids Raw Sewage: 26.8 [mg/ L]
 - d. Total Suspended Solids Final Effluent: 10 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on May 5, 12, 20, 26 2018 - Results: Organisms/100 ml
- a. Geometric Means from samples in June: 10 organisms/100mL.
 - b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million organisms/100 mL and effluent leaves the plant with a geometric mean of 10 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant final effluent BOD was 17.5 p.p.m., and final effluent T.S.S. was 10 p.p.m., both well within the C of A requirements.

4.3 Maintenance

- 4.3.1. Sludge press maintenance (clean and grease).
- 4.3.2. Clean and inspection of sediment pond, 100 building.
- 4.3.3. Replaced belt on supply fan, 700 building.
- 4.3.4. Electrician repaired light switch, 600 building.
- 4.3.5. Repaired Degritter skimmer arm and replaced weir plate, 100 building.
- 4.3.6. Electrician repaired air drier for the dewatering presses, 700 building.
- 4.3.7. Electrician finished ESA notification.
- 4.3.8. Replaced seals and bearings on blower 406, 400 building.
- 4.3.9. Chris Poate finished his contract for facility improvements.

4.4 Training

- 4.4.1 No training took place in the month of June 2018.

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on June 6, 2018.

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2018**

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	212450	198049	230215	207585	205931	198206							1252436
Maximum Daily Influent Flow	m ³ /day	7524	7969	8836	7771	7689	7995							47784
Minimum Daily Influent Flow	m ³ /day	6235	6382	6439	6194	5191	5774							36215
Average Daily Influent Flow	m ³ /day	6853	7073	7426	6920	6643	6607							41522
Maximum Daily Instantaneous Influent Flow	m ³ /day	23160	21863	22609	21426	21394	21589							132041
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	193828	181191	210679	189895	188995	182138							1146726
Maximum Daily Effluent Flow	m ³ /day	7167	7361	8063	7102	7059	7441							44193
Minimum Daily Effluent Flow	m ³ /day	5727	5894	5845	5724	4685	5451							33326
Average Daily Effluent Flow	m ³ /day	6253	6471	6796	6330	6097	6071							38018
Plant Meter Reading	m ³ /month	3132	2855	3247	2984	3062	2998							
Compensated Total Effluent Flow	m ³ /month	190696	178336	207432	186911	185933	179140							1128448
Samples														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	5	4	4							26
Number of Treated Samples Taken		5	4	4	5	4	4							26
Number of Distribution Samples Taken		30	24	24	30	24	24							156
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		18	0	8	2	4	10							42
WTP Callouts		3	2	4	0	11	24							44
Water Thaws														
City		8	27	6	0	0	0							41
Private		6	11	1	2	0	0							20
Total		14	38	7	2	0	0							61

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2018

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	195,123	170,826	212,051	233,787	258,783	241,894							1,312,464
Maximum Daily Influent Flow	m ³ /day	6,848	6,421	7,588	10,976	11,823	12,361							56,017
Minimum Daily Influent Flow	m ³ /day	5,746	5,746	6,189	6,399	7,178	6,845							38,103
Average Daily Influent Flow	m ³ /day	6,294	6,101	6,840	7,792	8,348	8,063							43,438
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	193,822	170,393	209,638	216,745	194,619	N/A							985,217
Average Daily Flow	m ³ /day	6,252	6,085	6,763	7,474	6,278	N/A							32,852
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		5	4	4	4	5	4							26
Number of Raw Samples Taken		1	1	1	1	1	1							6
Number of Treated Samples Taken		5	4	4	4	5	4							26
Geometric Means (Bacti Samples)		10	13	26	22	10	10							91
Sludge Hauled to Landfill	m ³ /mon	273.6	228	261.8	251	285	296							1,595
<u>Callouts</u>														
		1	2	0	2	2	6							13



August 10, 2018

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

Agenda Item Title: OTF Capital Grant Application – Garrow Park Pickleball Court Conversion

Background Information:

In October 2017, Council passed a resolution supporting the application for the Splash Park on behalf of the Kenora Rotary Club for the 2017 funding intake of the OTF Capital Grant program. While not included in the resolution, there was discussion by Council that the City would plan to apply for Trillium funding during the 2018 intake for 2019 capital works of the Pickleball Courts on behalf of the Kenora Pickleball Club.

The intent of the project is to convert the existing Tennis Courts at Garrow Park into Pickleball Courts. These courts are smaller tennis courts and will have a new acrylic surface, nets, and other ancillary temporary/permanent fixtures that the Kenora Pickleball Club will purchase. Under the MOU, the Pickleball Group is responsible for all costs involved with the conversion.

Resolution for Council:

That Council hereby approves an application under the OTF Capital Grant Program for the purpose of receiving funding to proceed with the Garrow Park Pickleball Court Conversion project.

Budget: N/A

Risk Analysis: There exists a risk to partnerships in proceeding with an application under the OTF Capital Grant program as it is a requirement under the MOU between the City of Kenora and the Kenora Pickleball Club. This recommendation will be an opportunity to strengthen the relationship and support a grassroots initiative with no financial cost to the City.

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

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

Briefing By: Adam Smith, Special Projects & Research Officer

Bylaw Required: No



August 10th, 2018

City Council Committee Report

To: Mayor and Council

Fr: Devon McCloskey, City Planner

**Re: Declaration of Surplus Land – Property Located North of Hwy 17E,
area of Pine Portage Road**

Recommendation:

That the Council of the City of Kenora declares the following City owned lands as surplus to the requirements of the Municipality:

Lanes, roads, whole lots, and part lots on Plan of Subdivision M-63; described as PINs 42168-0256, 42168-0146, 42168-0227, 42168-0145, 42168-0144, 42168-0150, 42168-0472, 42168-0155, 42168-0258, 42168-0229, 42168-0143; Part of PINs 42168-0153, 42168-0474, 42168-0154, 42168-0152, 42168-0257, 42168-0246; in the City of Kenora; and further

That staff be directed to provide notice, to advertise, and to evaluate any proposals received for acquisition and development of the lands in accordance with the City's Sale and Disposition of Land Policy PP-4-1; and further

That if an application is received, notice of the receipt of application will be given to property owners within 60 metres of the subject property, published in the newspaper for two consecutive weeks, and posted on the City's website; and further

That in accordance with the policy, value of the lands will be determined upon receipt of an appraisal; and further

That toward a sale of the lands, surveying and procedures for consolidation of the PINs would be completed; and further

That where a proposed use may not comply with the current designation or zoning, that an agreement of purchase and sale would include as a condition that the required planning applications are approved.

Background:

The Community and Development Services Department has received enquiries for acquisition and development of the subject property. The City is the owner of the subject property which is approximately 4 hectares in size.

The property is abutting Hwy 17E to the south and Pine Portage Road to the East. It is situated within an area that is full of activity, and a prime area for development. It is located close to sewer and water services, and arterial roads.

Adjacent lands to the south, east and west are developed for highway commercial use and include restaurants, large shopping retail stores, automotive sales, and hotels. To

the north, lands are developed for residential use including multiple attached dwellings and single detached.

The property is designated Commercial Development Area in the Official Plan and Zoned Highway Commercial in the Zoning By-law.

Historically, interested parties have observed challenges in development of the land for large single building developments which are highway commercial in nature, because of the rocky and sloped terrain; however, speculation of the lands for multi storey development, on a smaller footprint is ongoing. Consideration of changes to approved land uses, would consider compatibility with the area, and existing development.

Wherein as a first step, declaration of lands as surplus would provide interested buyers with some assurance that the City is entertaining proposals, and would ensure a timely process for their transaction.

Please refer to the aerial image below, where the subject lands are displayed in yellow.



Budget: No impact, costs to be the responsibility of a future owner/ developer or in accordance with approved process.

Risk Analysis: There is an inherent moderate risk of public disapproval for a future transfer of property; however it is recommended that the City pursues in accordance with the City's Policy for Land Disposition, and entertains proposals that would allow for infill development and contribute to the vitality of the area, which is strongly supported by the Official Plan, and Strategic Plan.

Communication Plan/Notice By-law Requirements:

Per the City's Sale of Land Policy, Committee of a Whole and Council Agendas.

Strategic Plan or other Guiding Document:

The request supports the City of Kenora's Vision 20/20 Strategic Plan's priority to Build Our Foundations and further supports potential future development. In particular, this project aligns with the following:

1.1 – The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;

Official Plan, Principle 1 – Sustainable Development, which promotes infill and intensification, directs residential development to land within the settlement area by way of infilling.

Official Plan, Principle 4 – Diversified Economy, Kenora shall maintain and seek opportunities for a strong, diversified economy that provides a wide range of employment opportunities for its residents, including youth, to withstand global market conditions and provide financial stability.

August 14, 2018

City Council Committee Report



To: Mayor & Council

Fr: Krishanth Koralalage, Roads Division Lead

Re: 2018 Screened Winter Sand

Recommendation:

That the tender from Joe Neniska & Sons for the supply, delivery and stockpile of approximately 9,000 tonnes of screened winter sand be received; and further

That the tender received from Joe Neniska & Sons in the amount of \$18.00 per tonne, HST extra, be hereby accepted.

Background:

The 2018 Aggregate Tenders closed on Thursday August 2, 2018 with the following bid received for screened winter sand:

Joe Neniska and Sons Ltd.	\$18.00 per tonne (HST extra)
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The City will supply approximately 360 tonnes of salt to be blended by the Contractor at a ratio of 1 part salt to 25 parts sand. Prior to mixing, the sand will be given a sieve analysis test to ensure that it meets the tender specifications. Once mixed, the sand will be stockpiled inside the Winter Sand Storage Building at the Operations Centre to be used during winter road maintenance operations.

Should more sand be required, Joe Neniska and Sons Ltd. has submitted a price of \$28.00/tonne plus HST for winter delivery on an as-needed basis.

Last year's tender received one submission and was awarded to Joe Neniska and Sons at a price of 18.00 per tonne (HST extra).

Budget: Operating Budget 2018

Risk Analysis:

As per the requirements of the City's ERM policy, there would be moderate operational risk if screened winter sand were not applied. The risk will be mitigated through the application of winter sand purchased and stockpiled through this tender. Road sanding in the winter assists in preventing accidents and providing safer roads for constituents.

Communication Plan/Notice By-law Requirements: Distribution: J. Hawley, M. Vogrig, K. Koralalage

Strategic Plan or other Guiding Document:

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



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

Prostate Cancer Awareness Month September 2018

Whereas prostate cancer is the most common cancer among Canadian men; and

Whereas 1 in 7 Canadian men will be diagnosed with the disease in his lifetime;
and

Whereas, an estimated 11 Canadian men will die from prostate cancer every
day; and

Whereas the survival rate for prostate cancer can be close to 100% when
detected early; and

Whereas those with a family history of the disease, or those of African or
Caribbean descent, are at a greater risk of developing prostate cancer; and

Whereas, the City of Kenora supports Prostate Cancer Canada and all individuals
committed to raising awareness about prostate cancer;

Now Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby
proclaim September 2018 as **Prostate Cancer Awareness Month** in and for
the City of Kenora.

Proclaimed at the City of Kenora this 14th day of August, 2018

Mayor David S. Canfield