



# **AGENDA**

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

**Tuesday, January 16, 2018  
12:00 p.m.  
City Hall Council Chambers**

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

### **2. Blessing – Councillor McMillan**

### **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:

- Establish Council remuneration rates for 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 – December 12, 2017

### **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**

- November 2017 Financial Statements
- Council Remuneration

- Keewatin Non Profit Housing Corporation Disbandment
- Kenora Hydro Corporation Merger with Thunder Bay Hydro

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

- No Reports

### **9.3 Operations & Infrastructure**

- No Reports

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

- Coney Island Music Festival Funding Application Support
- D14-17-06 Zoning Bylaw Amendment – 116 Fifth Avenue South
- D14-17-07 Zoning Bylaw Amendment - Property adjacent to Dowcett Street, Veterans Drive and Sultana Avenue

## **10. Housekeeping Resolutions**

- Black Sturgeon Water Quality Monitoring
- Changes to Multi Year Accessibility Plan
- Funding Agreement with Ministry of Transportation – Dedicated Gas Tax Funds
- Various Committee Minutes
- November 2017 Water & Wastewater Monthly Summary
- Kenora Emergency Management Compliance Report
- 4<sup>th</sup> Quarter Fire & Emergency Services Report

## **11. Tenders**

- None

## **12. By-laws**

Council will give three readings to the following by-laws

- Confirmatory
- Council Remuneration
- Kenora Hydro Merger with Thunder Bay Hydro
- D14-17-06 Zoning Bylaw Amendment – 116 Fifth Avenue South
- D14-17-07 Zoning Bylaw Amendment - Property adjacent to Dowcett Street, Veterans Drive and Sultana Avenue
- Funding Agreement with Ministry of Transportation – Dedicated Gas Tax Funds

## **13. Notices of Motion**

- D. Canfield – Notice of Motion from the December 12, 2017 Meeting (tax increase)

## **14. Proclamations**

- Eating Disorder Awareness Week – February 1-7, 2018

## **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 (1 matter)**

**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**.



December 20<sup>th</sup>, 2017

## City Council Staff Report

**To: Mayor & Council**

**Fr: Devon McCloskey, City Planner**

**Re: Application for Zoning By-law Amendment – 116 Fifth Avenue South**

**File No.: D14-17-06**

**Owner: Trustees of Knox United Church**

**Leasee/Applicant: Henry Wall of Kenora District Services Board (KDSB)**

**Agent: Tara Rickaby of TMER Consulting Kenora**

### **1. Introduction**

An application for Zoning By-law Amendment is proposed to change the regulated zoning of property specifically indicated on the key map, to allow for the property to be used for an Emergency Shelter, in addition to uses permitted within the Institutional ("I") Zone.

Whereas the Institutional Zone does not currently allow for the use of an Emergency Shelter, approval of an application would allow for the use within a portion of the building, in addition to other uses permitted in the zone, as a site specific provision.

The property is located at 116 Fifth Avenue South, and known as "Knox Church".

### **2. Existing Conditions**

The property is fronting on Second Street South and corners on Fifth Avenue South.

It is developed with a very large building (935.83 m<sup>2</sup>) and has been used as a Place of Worship for nearly 120 years. A large addition was constructed 53 years ago on the westside of the building. The property is serviced by municipal water and waste water.

The area proposed to be used for the Emergency Shelter is within the basement of the addition, which is assessable from street level, being the south facing side of the building.



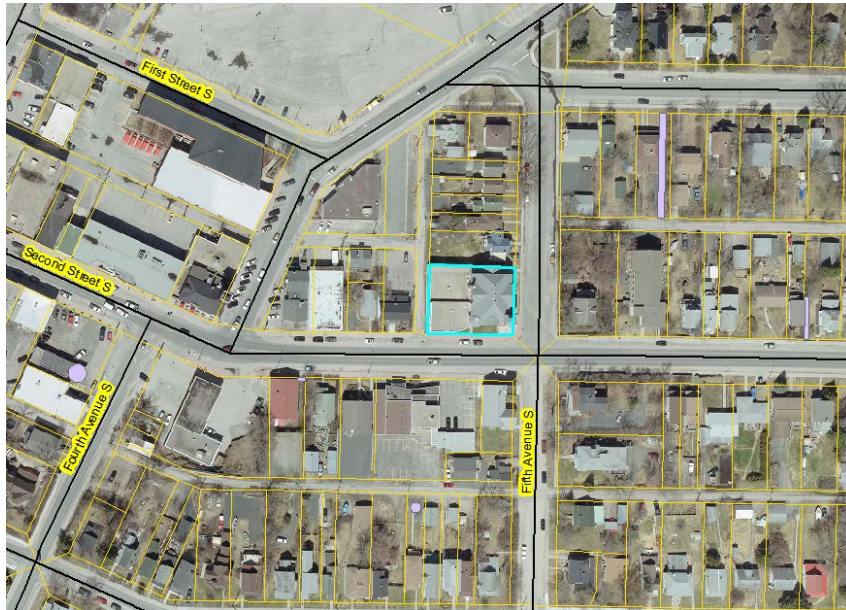


Figure 1. (left) Aerial image above displays the location and approximate property line of the subject property

### 3. Description of Proposal

Whereas an Emergency Shelter is not currently a permitted use within the Institutional Zone, the applicants are requesting that the City allow for the property to be used for an Emergency Shelter.

The proposal would include a permanent shelter to be housed within the basement level of the addition at “Knox Church”. It would provide 48 beds, laundry, food preparation and servicing facilities, as well as a resource centre for clients of the shelter. Programming will be available to support clients and in some cases progress clients through to other support/skills programs. The Knox church will continue to operate in the original part of the building.

### 4. Background

Last year, in 2016 City staff endeavored to amend Zoning By-law 101-2015 to expand the permitted uses within Institutional and Commercial Zones, and allow for ‘Emergency Shelters’. The amendment was not approved by Council. This application is entirely separate, whereas it is proposed by the KDSB, applicable to a specific location, and subject a Zoning By-law, similar to the Application for Temporary Use Provision that was approved in December 2016 for the City View location.

This Planning Report is intended to examine those matters involving the specifics of the application as currently proposed. However, some of the data, materials, public comments, and research conducted previously by the City of Kenora for Emergency Shelters, is relevant. Only some information has been recaptured in this report, but the previous documents are available for additional reference.

### 5. Site Visit

A site was conducted in the morning of December 12<sup>th</sup>, 2017. Photos captured of the building exterior are shown below.

Photo 1 – View of the subject location from the southeast perspective



Photo 2 – View of the subject location from the northeast perspective



Photo 3 – View of the property in relation to other buildings



## **6. Consistency with Legislated Policy and City Directives**

### **a) Provincial Policy Statement (2014)**

Several sections of the PPS provide direction and support for emergency management and housing. Reference to the following sections is provided to demonstrate where the PPS provides particular direction supporting development that is inclusive, and meets the needs to build healthy, liveable and safe communities.

As submitted and described by an earlier application, "the application meets the standard set forward in the PPS and approval is essential to the protection of public health and safety for the most vulnerable citizens of the Kenora area."

### *1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns*

#### *1.21.1.1 Healthy, liveable and safe communities are sustained by:*

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*

*1.2.3 Planning authorities should coordinate emergency management and other economic, environmental and social planning considerations to support efficient and resilient communities.*



b) City of Kenora Official Plan (2015)

The Land Use Designation of the property is Harbourtown Centre,

Section 4.3.1 provides the following policy for permitted uses in relation to housing within the designation:

*a) Commercial, entertainment, recreation and residential uses shall be permitted. Colocation of public services facilities is encouraged for convenience, cost effectiveness, service integration, and promotion of active transportation.*

*b) Multi-unit residential development in conjunction with commercial uses shall be encouraged in the Harbourtown Centre where the street level is used for commercial purposes.*

Overall, by providing housing accommodations in proximity to central areas of the community, the City will have provided an overall benefit to the supply of accessible housing.

Section 1.1 of the OP states that in fulfilling its responsibilities under the Ontario Planning Act, R.S.O.1990, ch. 13, the City of Kenora, shall have regard to, among other matters, matters of provincial interest such as the:

*k) adequate provision of a full range of housing;*

*p) protection of public health and safety;*

The Plan also contains policies for its implementation, included within these is the provision for Zoning By-law Amendments.

As noted within the basis of the plan, policy 1.3 "the Zoning By-law will provide the primary planning tool for dealing with changes in land use."

c) Zoning By-law No. 101-2015

"Emergency Shelter" is defined in Section 2 of the Zoning By-law as follows:

***Emergency Shelter***

*An establishment providing temporary accommodation to individuals who are in immediate need of emergency accommodation and food, and may include ancillary health care, counselling and social support services.*

Section 3.14 of the General Provisions section of the By-law regulates Emergency Shelters as follows:

*Group homes and emergency shelters are permitted in the R1, R2, R3, RR, and RU zones subject to the following provisions:*

- a) A group home or emergency shelter shall occupy a dwelling unit that is permitted in the zone;
- b) When a residential use building is converted to a group home or emergency shelter, the group home or emergency shelter must occupy the whole of the building including all attached units within the building;

Section 1.4 of the Zoning By-law provides for the ability to enact an Exception, whereby approval of an Application for Zoning By-law Amendment would enable site specific uses and provisions to apply to certain properties. Properties subject to exception zones are indicated in the Maps to the By-law.

## 7. Results of Interdepartmental and Agency Circulation

Departments and Agencies Circulated	Comments Received
Building Department	Should (staff) parking be spoken to? Duly noted is that 3.23.7 exempts additional parking for new uses in the Harbourtown Centre; however an Emergency Shelter is not currently a Permitted Use in an Institutional Zone, hence the Application to Amend the Zoning By-law. This is a 7 day a week "staffed" service; with the assumption that the number of staff will be based on the service/s provided – December 11/17
Roads Department	No comments received
Heritage Committee Kenora	The Property is on the Municipal Registry - detailed designs were provided to the Committee. There were no concerns expressed by the committee in regards to the work – December 12/17
Water & Wastewater Department	No concerns – November 24/17
Kenora Hydro	Kenora Hydro has no concerns regarding this amendment – November 23/17
Kenora Fire & Emergency Services	<p>Kenora Fire and Emergency Services has no issues with the Zoning Bylaw amendment. Given this potential permanent change in the use of the property there will be changes required to meet the requirements of the Fire Code – November 24/17</p> <p>Just to clarify. When there was temporary use in Knox we inspected the gymnasium and emergency shelter area under the Fire Code and did make provisions under the Fire Code to make this work. It is important to remember that when the Emergency Shelter was located within Knox Untied Church this was done under the authority of an Emergency Declaration Order through the Emergency Management and Civil Protection Act. By doing this it allowed us some latitude in getting the shelter in place.</p>

	Once we get through the planning phase we will have to inspect the area based on its new permanent use - November 24/17
Northwestern Health Unit	No concerns – December 19/17

**8. Public Comments**

A public meeting is scheduled to be held by Council on January 9<sup>th</sup>, 2018. Notice of the application was given in accordance with Section 34 of the Planning Act, whereby it was circulated on December 7<sup>th</sup> to property owners within 120 metres, published in the Municipal Memo of the Newspaper on December 7<sup>th</sup>, and circulated to persons and public bodies as legislated. It was also circulated to all City Staff, Council, radio stations including Q104, and The Lake, Lake of the Woods Enterprise Newspaper, Chamber of Commerce and the BIZ. Together with staff, Council will have the opportunity to evaluate the proposal in lieu of public comments.

As of the date of this report, twelve (12) written comments have been received. Comments can generally be categorized as nine (9) with expression of support, and three (3) in opposition.

Letters of support were received from organizations including Knox Church, St. Andrews United Church, Lake of the Woods Concert Group, and WAASEGIIZHIG ANAANDAWE'ITYEWIGAMIG.

Letters of support were also received from citizens whose names and contact information has been redacted to protect the privacy of individuals personal information.

Those in support note the need for providing a permanent location (while the Shelter has not been able to establish permanency since 2015). That the location is well suited since it is close to the downtown area and accessible.

A neighbouring property owner provided support for the proposal as submitted by the KDSB since it would provide a central location, a safe place and promote wellbeing.

Other users of the Church also provided letters in support saying that they would be able to continue to use the space they currently use it, and that the area proposed for renovation is underutilized.

It would provide 48 beds to homeless persons as well as support services to address various issues related to homelessness, and that the facility would be staffed and open 24 hours a day, 7 days a week. The location is advantageous since it is located close to the downtown area, accessible with for people with mobility issues, and other social support services.

In a letter provided by Knox Church, it was described that from “the previous experience of accommodating the shelter on an Emergency basis, that Knox (location) has the greatest potential for success in our community.”

Those in opposition, expressed concern with the location, stating that the property is not ideal due to the lack of outdoor space. Other neighbouring property owners noted concerns with increased loitering and persons drinking alcohol in public laneways closeby. However, the author suggested that these matters could be addressed.

Another letter also raises concerns about increased occurrences of intoxicated people in the area of their property and laneway, inferior street lighting, suggestion for other locations to locate the shelter, and a request for reduction of taxes.

Any further written comments received will be provided to Council.

### **9. Planning Advisory Committee Recommendation**

The notice also stated that the Planning Advisory Committee would have the opportunity to consider recommendation of the application to Council at their regular meeting on December 19<sup>th</sup>, 2017. It was described that if new information or comments were provided at either the PAC or Council meetings, such information may affect the outcome my professional planning opinion and the recommendation as presented herein.

Every chair in the training room was occupied, and staff brought in an additional 30 +/- chairs from other rooms. The agent for the applicant and the applicant both spoke at length, providing the Committee with an overview of the development proposal, planning rationale for the amendment, and a detailed analysis for the need and suitability of the property for the proposed use.

Three persons in attendance stood up to speak in support of the application.

Once prepared, minutes of the PAC meeting will be uploaded for Council for their information, this report has been adapted from the report provided to the PAC.

### **10. Evaluation**

Whereas the Kenora District Services Board (KDSB) received temporary approval to sublet space within the Northwestern Health Unit (NWHU) building, a year ago in December 2016, for two (2) years; the KDSB has upheld their intention to provide the community with a permanent Emergency Shelter location.

The shelter will continue to be operated by the KDSB & the Nee-Chee Friendship Centre (NFC). The total floor area proposed to be occupied by the shelter is approximately 5,993 ft<sup>2</sup>. (590 sqm<sup>2</sup>).

The Zoning By-law is explicit in listing the permitted uses within the Institutional Zone, and does not presently include "Emergency Shelter", both the Official Plan and the PPS do no restrict but rather provide for the use at this location since it is located within the Established Area.

An Emergency Shelter, is a housing use, residential in nature, and is compatible with surrounding uses which include: residential to the north and east, place of assembly within the upper floors, place of assembly to the south, and general commercial to the west and beyond.

"Every person has a right to equal treatment with respect to the occupancy of accommodation without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability or the receipt of public assistance." – Ontario *Human Rights Code*, s.2(1)

Housing is a human right on an international scale, and according to the Ontario Human Rights Commission, "the international community has long recognized that housing is a fundamental and universal human right that must be protected in law. Since proclaiming the Universal Declaration on Human Rights in 1948, the United Nations has recognized the right to housing in many documents and has ratified those as follows:

- *Universal Declaration of Human Rights and the International Covenant on Economic, Social and Cultural Rights (the ICESCR)*
- *International Convention on the Elimination of All Forms of Racial Discrimination*
- *Convention on the Elimination of All Forms of Discrimination Against Women*
- *Convention of the Rights of the Child.*

The Zoning By-law defines a dwelling as follows:

**Dwelling**

A building or part of a building occupied or capable of being occupied, in whole or in part as the home, residence or sleeping place of one or more persons either continuously, permanently, temporarily or seasonally, irrespective of tenure or ownership, but shall not include a seasonal dwelling, recreational vehicle, trailer or motor home.

Further to this, within the preamble of the Institutional zone of Kenora's Zoning By-law, the following statement is provided:

*10.14.1 This zone allows for the development of public and privately owned facilities of an institutional or community service nature.*

Use of an Emergency Shelter within the Institutional Zone, is clearly in keeping within the intent of the Zoning By-law, since it is public owned and operated, and is a community service.

The Institutional Zone currently permits the following uses which also provide accommodations that are more of less residential in nature:

- Group home
- Retirement home
- Continuum care facility
- Correctional facility
- Hospital



The Emergency Shelter as proposed would provide 48 beds, laundry food preparation and servicing facilities, as well as a resource centre for clients of the shelter. Programming will be available to support clients and in some cases progress clients through to other supportive /skills programs. The Know church will continue to operate in the original part of the building.

The facility is operated by a public organization (KDSB), as are Emergency Shelters across the province. Publically owned and operated facilities providing a community service, are located within institutional zones, as should the Emergency Shelter for the City of Kenora, be permitted to locate.

Comments received as a result of internal circulation, raised no concern with the conversion of the building for Emergency Shelter Use, beyond parking and the normal permitting requirements through the Building and Fire Codes. The applicant provided reassurance to the City, noting "should this move forward, it is worth noting that we are working with Nelson Architecture and we will be completing all necessary alterations to meet OBC and Fire Code requirements at the site for the new use."

With regard to parking, the Zoning By-law exempts new uses within existing buildings from being required to provide parking, provided that the gross floor area of the building is not increased. The provision has not specified that it would be applicable only to those uses currently permitted, however the current list would include other similar uses which would have the potential to have the same or even greater need for parking, some examples include hospital, Community Centre, Place of Worship, Post-secondary Institution, School, and Theatre.

It is my opinion that provisions for parking should not be applicable for the added use of an Emergency Shelter.

Once the development plans have been confirmed and a Site Plan has been provided, an Application for Site Plan Approval may be required, and matters such as exterior lighting can be addressed at that time.

**Budget:** No impact. Application fees paid in accordance with the Tariff of Fees By-law

**Risk Analysis:** Analysis of planning applications is accomplished in accordance with the legislation provided through the Planning Act. Applications are required to be consistent with the Provincial Policy Statement, and meet the criteria listed in the Official Plan.

**Communication Plan/Notice By-law Requirements:** Notice of the complete application and public meeting provided in accordance with the Planning Act. Notice of meetings held by the Planning Advisory Committee, Committee of a Whole, and Council provided as per the Notice By-law. Additional notice distribution was undertaken at will of the Clerk's Department.

**Strategic Plan or Other Guiding Document:** The Official Plan provides criteria for the evaluation of Applications for Zoning By-law Amendments.

## **11. Recommendation**

As the Planner for the City of Kenora, it is my professional planning opinion, that the Application for Zoning By-law Amendment, File No. D14-17-06, be approved, in lieu of public comments that may yet to be received.

That Council accepts the recommendation of the Kenora Planning Advisory Committee, and further; that Council, in lieu of public comments, gives three readings to a by-law to authorize approval of the amendment within the "I" - Institutional Zone.

## **Attachments (4)**

1. Complete Application for Zoning By-law Amendment including Planning Rationale
2. Notice of Application and Public Meeting
3. Public Comments received December 11<sup>th</sup> through December 14<sup>th</sup>, 2017
4. PAC Resolution
5. Draft PAC Meeting Minutes held December 19<sup>th</sup>, 2017 – to be posted once complete

December 20<sup>th</sup>, 2017

## City Council Staff Report

To: Mayor & Council

Fr: Devon McCloskey, City Planner

Re: Application for Zoning By-law Amendment – Property located adjacent to Dowcett Street, Veterans Drive and Sultana Avenue

File No.: D14-17-07

Owner: 590158 Manitoba Ltd.

Applicant/ Agent: Brian Kraynyk of Ayrie Developments (Kenora) Inc.

### 1. Introduction

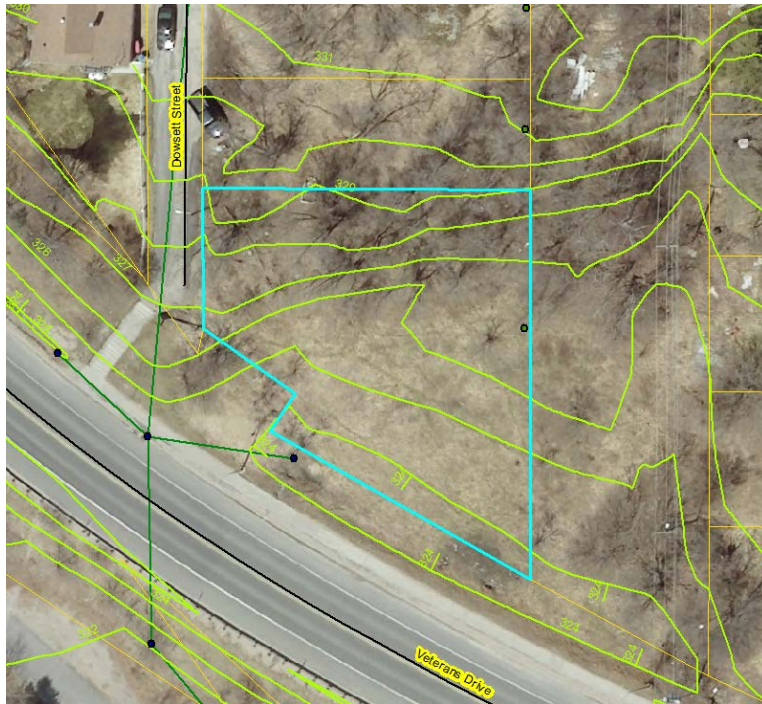
An application for zoning by-law amendment is proposed to change the regulated zoning of property specifically indicated on the key map, from Residential – Second Density Zone ('R2') to Residential - Third Density Zone ('R3'), to allow for the development of multiple attached dwellings.

The property is located in the area of Dowcett Street, Veterans Drive, and Sultana Avenue, and described as the remainder of Lots 1 to 4 on Plan M106, Kenora.



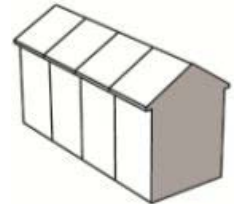
Figure 1 – Aerial sketch displaying the subject location

## 2. Description of Proposal



To rezone property in order to allow for residential uses permitted in the R3 zone, such as three or four multiple attached dwelling units, defined as follows:

g) Multiple attached dwelling, which means the whole of a residential use building containing three or more dwelling units that are divided vertically, each of which has an independent entrance. For the purpose of this Zoning By-law, a rowhouse is considered to be a multiple-attached dwelling."



The units would be constructed as one whole building on the property. The sketch provides a general idea of how the building would be positioned on the lot, as being turned out to face Veterans Drive to capture southwest exposure. Driveway access would be provided off of Veterans Drive. The lot line along Dowsett Street would then become an exterior side lot line, as well as the lot line to the east which would abut the laneway (Sultana Avenue).

These matters will be fully reviewed with submission of a complete application for site plan approval, if more than three (3) units are proposed.

## 3. Existing Conditions

The property is abutting Dowcett Street, Veterans Drive and Sultana Avenue, which is unopened and has a hydro distribution line running north – south along the east side of it. The subject lot is vacant and no previous use is known. A drainage ditch is existing along the east side of Sultana Avenue, which carries water from lands north of the property. Contours of the property show that some of the property may currently be susceptible to inundation of overland drainage.

Figure 2. – 1 metre contours over aerial image

The dimensions of the property are as follows:

- Frontage (Veterans Drive): 50 metres
- Depth: 45 metres
- Area: 0.1123 hectares



#### 4. Site Visit

A site visit was conducted on August 28<sup>th</sup>, 2017 and again on December 7<sup>th</sup>, 2017, where I attended the property to view the vacant lot and surrounding lands. The property is treed with Alders and Manitoba Maples.

Photo 1 – Western perspective of the property from Veterans Drive (Southeast corner).



Photo 2 – South perspective of the property from Dowcett Street.





Photo 3 – View of the property from the Southeast corner on Veterans Drive



Photo 4 – View of the property from the South west side of the lot showing the stairway up to Dowsett Street off of Veterans Drive





## 5. Consistency with Legislated Policy and City Directives

### a) Provincial Policy Statement (2014)

The application is consistent with several policies of the PPS, including the following:

- Policy 1. Building Strong Healthy Communities
- Policy 1.1 Managing and directing land use to achieve efficient and resilient development and land use patterns.
- Policy 1.4 Housing
- Policy 1.5 Long-term economic prosperity.

### b) City of Kenora Official Plan (2015)

The Land Use Designation of the property is Established Area 'ES'. An image of the zoning is shown below as well as policies with particular relevance.



#### 4.1.2. Established Area Policies

c) Residential development shall be encouraged through plans of subdivision, condominium and consent as infilling or redevelopment of existing uses on full municipal services. Medium density residential use shall be supported provided that the development is in keeping with the character of the area.

#### 3.17 Residential Densities

Density is a relative term that is used to define the scale and grain of development. It is typically a measure of persons or dwelling units per unit of land area. Net residential density is usually expressed as the number of dwelling units per hectare and measures the area of land used exclusively for residential use, including private

roads and parking areas but excluding public streets, rights-of-way, parks, environmental areas and non-residential uses.

### Section 3 – General Development Policies

Residential densities tend to increase or decrease depending on housing type. Typically, forms of medium- and high-density residential housing include multiple-attached developments such as townhouses and apartment buildings. However, it is important to recognize that higher-density development can also be achieved through detached or semidetached homes on smaller lots, while apartment buildings surrounded by large parking areas can significantly decrease their density. In other words, housing type can affect density but other factors must also be taken into consideration.

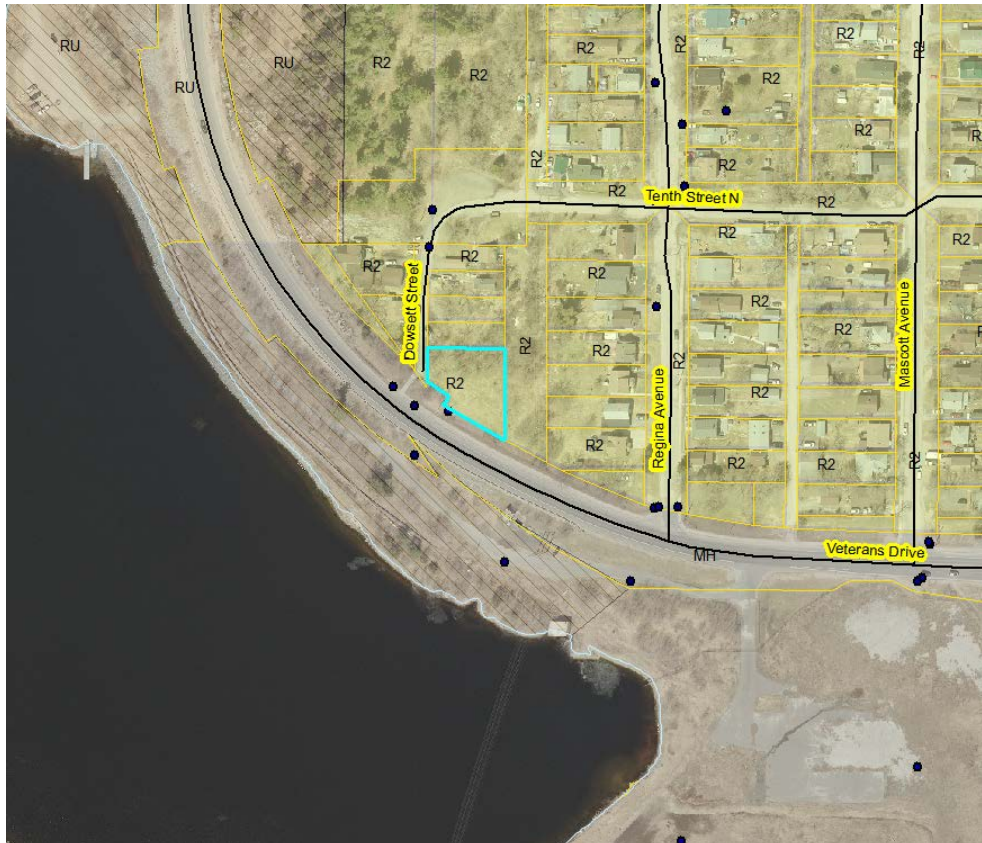
The definition of low, medium and high density differs from place to place. For the purposes

of this Official Plan, residential densities are defined as follows:

- Low: up to 16 units/net hectare
- Medium: 17 to 40 units/net hectare
- High: over 40 units/net hectare

The proposed application for 3 or 4 units on a lot 0.1123 hectares in size, qualifies as Medium Density at 26 or 35 units per hectare.

### c) Zoning By-law No. 101-2015





The subject property is currently zoned 'R2' Residential – Second Density Zone. Multiple attached units are not a permitted use. Similar permitted uses are limited to Duplex Dwellings, Boarding houses, and semi-detached dwellings.

If approved for a change in zoning, the property would be eligible for development of multiple attached dwellings, a triplex or other use permitted in the zone. All other regulations and requirements of the zoning by-law would be met for the lot dimensions, if upon finalization of the site plan it is determined that a minor variance is required for relief of side yard setbacks, it may be proposed. The development as indicated would also be subject to site plan approval if more than 3 units are proposed. Parking would be provided in accordance with the Zoning By-law including parking for residents and visitors.

## 6. Results of Interdepartmental and Agency Circulation

Departments and Agencies Circulated	Comments Received
Building Department	For clarification; will this be a 3 or 4 unit townhouse? The site plan page 23 indicates 3 units yet the introduction in the Planning Rational (page 2) indicates 4 units. It should be noted that Site Plan Control doesn't apply to residential development under 4 units – December 11/17
Roads Department	The subject land, especially the south portion of the land acts as a basin for the runoff water that flows from Tenth Street N down the hill. There are catch basins and storm lines at the south side of the property that direct water towards the lake across Veteran's drive. Any development on this property should be accompanied with a suitable drainage plan in consultation with the City of Kenora – December 14/17
Water & Wastewater Department	As per the records this lot has not been serviced, available water and sewer mains are with 38 mm and 150 mm sizes. Applicant is advised to judge on the adequate water quantity before making any decision – November 11/17
Kenora Hydro	Upon approval of this amendment any request for electrical service to this location will require a new feed from the existing pole line on the eastside of the property and this supply will be determined by the specific details of approved completed drawings and electrical specifications. Characteristics for any new connections will be determined and detailed in an OFFER TO CONNECT between the applicant and Kenora Hydro – December 5/17
Kenora Fire & Emergency Services	Kenora Fire has no issues with change of zoning for this location. April 7/17
Northwestern Health Unit	Thank you for the opportunity to comment on the proposal that is proposed to be on municipal services. The Northwestern Health Unit has no objections to the proposal – December 11/17

## 7. Public Comments

A public meeting is scheduled to be held by Council on January 9<sup>th</sup>, 2018. Notice of the application was given in accordance with Section 34 of the Planning Act, whereby it was circulated on December 7<sup>th</sup> to property owners within 120 metres, published in the Municipal Memo of the Newspaper on December 7<sup>th</sup>, and circulated to persons and public bodies as legislated. Together with staff, Council will have the opportunity to evaluate the proposal in lieu of public comments.

## 8. Planning Advisory Committee Recommendation

The notice also stated that the Planning Advisory Committee would have the opportunity to consider recommendation of the application to Council at their regular meeting on December 19<sup>th</sup>, 2017. It was described that if new information or comments were provided at either the PAC or Council meetings, such information may affect the outcome my professional planning opinion and the recommendation as presented herein.

The applicant provided a description of the proposal and answered questions of the PAC. There was a neighbour in attendance who enquired about the potential for the proposal to impact the use of her property and use of an abutting City owned lot for parking her car.

Once prepared, minutes of the PAC meeting will be uploaded for Council for their information, this report has been adapted from the report provided to the PAC.

## 9. Evaluation

Approval of the application will enable development of apartment dwellings on a vacant lot. This will add to the supply housing and possibly contribute to affordable living alternatives for seniors or anyone looking for a low maintenance form of housing.

Site Plan Approval may be required, and other matters with the site development such as drainage and orientation of the building can be considered at that time.

**Budget:** No impact. Application fees paid in accordance with the Tariff of Fees By-law

**Risk Analysis:** Analysis of planning applications is accomplished in accordance with the legislation provided through the Planning Act. Applications are required to be consistent with the Provincial Policy Statement, and meet the criteria listed in the Official Plan.

**Communication Plan/Notice By-law Requirements:** Notice of the complete application and public meeting provided in accordance with the Planning Act. Notice of meetings held by the Planning Advisory Committee, Committee of a Whole, and Council provided as per the Notice By-law.

**Strategic Plan or Other Guiding Document:** The Official Plan provides criteria for the evaluation of Applications for Zoning By-law Amendments.

## **10. Recommendation**

As Planner for the City of Kenora, it is my professional planning opinion that application D14-17-07, be approved, in lieu of public comments that may yet to be received.

That Council accepts the recommendation of the Kenora Planning Advisory Committee, and further; that Council, in lieu of public comments, gives three readings to a by-law to authorize approval of the amendment to enable a change in zoning from R2 to R3.

## **Attachments (3)**

1. Complete Application for Zoning By-law Amendment including Planning Rationale
2. Notice of Application and Public Meeting
3. PAC Resolution
4. Draft PAC Meeting Minutes held December 19<sup>th</sup>, 2017 – to be posted once complete



January 2, 2018

## **Housekeeping Council Briefing**

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

### **Agenda Item Title: Black Sturgeon Lakes Water Quality Monitoring - 2017**

#### **Background Information:**

In 2007, City Council approved the development of a lake capacity and management study for Black Sturgeon Lake. When the final report was accepted, one of the key recommendations was that the City develop a comprehensive monitoring program to assess patterns in lake productivity (including total phosphorus and chlorophyll), during open water season.

Based on the results of the 2009, 2010, 2015 and 2016 sampling seasons, the consultant has consistently recommended annual sampling. The methodology has incorporated one spring sampling session and one late summer sampling session, which provides a more effective monitoring program than the original project design of 10 sampling sessions conducted every five years.

In 2017, Council approved funds for further monitoring and reporting. Similar to past years, Kenora Resource Consultants was awarded the contract and has provided the comprehensive report for 2017.

The report concludes that with the exception of copper, the 2017 water quality results are consistent with results of previous studies conducted on Lower Black Sturgeon Lake. This indicates that the health of the water body has remained consistent and is not deteriorating over time.

The results for copper are higher than those found in previous years, whereas 2010 was found to be the next highest. Given that there was a downward trend identified in 2015 and 2016, in the opinion of the consultant, this is not a significant issue, but the trend should be noted and monitored in 2018.

With the receipt of a report in 2018, the consultant will be available to provide a presentation to Council in the fall or early winter 2019.

#### **Resolution for Council:**

That Council hereby accepts the 2017 Black Sturgeon Lakes Water Quality Monitoring Report, as prepared by Kenora Resource Consultants Inc.

**Budget:** Ongoing funding for 2018 and beyond

#### **Risk Analysis:**

The risk level is low to moderate. Annual sampling and reporting is conducted to ensure that the health of the lake is not changing or being impacted by adjacent development. Naturally occurring exceedences are noted and trends will be monitored. Mitigation is not required.

**Strategic Plan or other Guiding Document:  
City of Kenora Official Plan (2015)**

- Principle 2 – Natural Environment  
Kenora shall support the protection and integrity of the natural environment, as valued by the community.
- Section 5.3 – Black Sturgeon Lake (Restricted) Development Area - It is recognized that the protection of water quality is of paramount importance for Black Sturgeon Lake, and it is the objective of this Plan

**Strategic Plan – Our Vision is 20/20 (Updated 2016)**

- 2.14 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.

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**Briefing By:** Devon McCloskey, City Planner

**Bylaw Required:** No



# **BLACK STURGEON LAKES WATER QUALITY MONITORING 2017 REPORT**

Prepared by:



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## 1.0 BACKGROUND

In the fall of 2007, the City of Kenora was presented with the results of the *Lake Capacity and Management Study for Black Sturgeon Lake*. One of the recommendations of this study was to conduct a water quality assessment on Lower Black Sturgeon Lake for two consecutive years to establish baseline data and then once every five years to monitor changes to the water quality in the lake. Based on the results of the 2009, 2010, and 2015 sampling seasons, it was recommended by the consultant (Kenora Resource Consultants Inc.) that annual sampling focussing on one spring sampling session and one late summer sampling session would provide a more effective monitoring program than the original project design of 10 sampling sessions conducted every five years.

In 2009 and 2010, the City of Kenora awarded the contract to conduct the baseline data work for the first two-years of water quality monitoring on Black Sturgeon Lakes to Ryan Haines Consulting. In 2015, 2016, and 2017, the water quality assessment contract was awarded to Kenora Resource Consultants Inc. (note – Ryan Haines Consulting was incorporated into Kenora Resource Consultants Inc. in 2012).

## 2.0 METHODOLOGY

Two sampling sessions were conducted during the 2017 season, a spring session on April 30<sup>th</sup> and a late summer session on August 27<sup>th</sup>. Water samples were taken at two locations on Lower Black Sturgeon Lake and one location at Upper Black Sturgeon during each sampling session. Sample locations on Lower Black Sturgeon correspond to sites identified in the *Lake Capacity and Management Study for Black Sturgeon Lake*. The site on Upper Black Sturgeon was added during the 2010 sampling season to help to better understand potential sources of the higher nutrient levels found at the upstream site on Lower Black Sturgeon during the 2009 sampling season.

The selection of the site locations has been designed to determine the impacts of development on the water quality of Black Sturgeon Lakes. Site 2 is located at the outlet of Black Sturgeon Lakes into the Winnipeg River, Site 3 is located at inlet of Black Sturgeon Creek into Lower Black Sturgeon Lake, and Site 4 is located at the outlet of Upper Black Sturgeon Lake (Figure 1) into Black Sturgeon Creek. Site 2 is the main sampling location used to assess the impacts of development on water quality because the new and proposed developments on Lower Black Sturgeon Lake are occurring upstream of this site.

All field work was conducted from a small motorboat with a sonar unit mounted to the stern. At each sampling site, an anchor was used to keep the boat in one location.

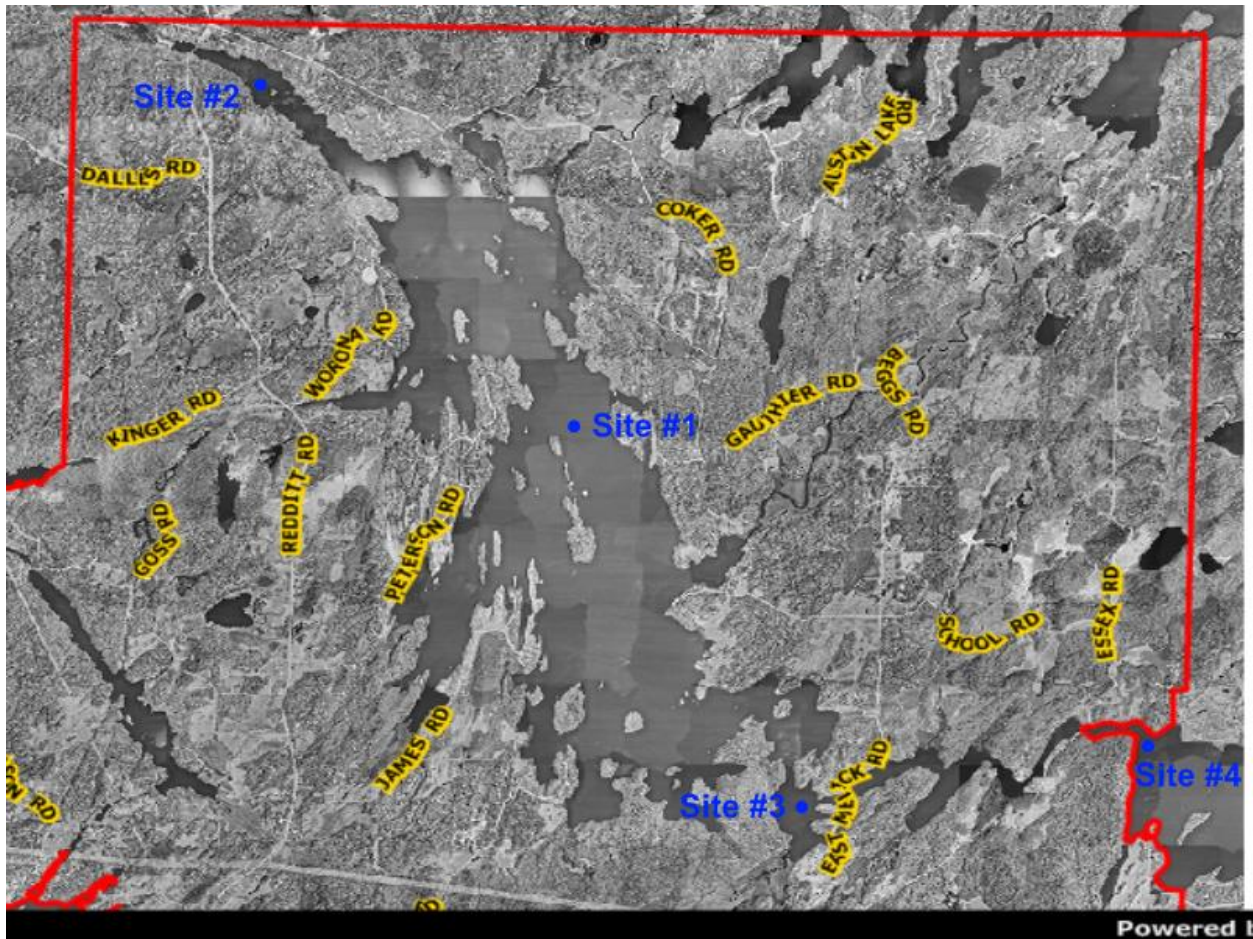


Figure 1 – Sampling Sites for Water Quality Monitoring on Black Sturgeon Lakes for 2015 sampling season

## 2.1 Spring Sampling

During the spring sampling session, the focus was on the euphotic zone (surface water) sampling to capture spring turnover or mixing of the lake. The spring field work consisted of recording Secchi depths and collecting euphotic zone composites at sites #2, #3, and #4. During the 2017 field season, spring euphotic zone composite samples were also collected from site #1 as well as the middle of the basin of Upper Black Sturgeon Lake for submission to the Ministry of the Environment and Climate Change (MOECC) laboratory in Dorset as part of the Lake Partner Program.

Secchi depth was determined at each site by lowering a Secchi disk (20-cm disk with alternating black and white quadrants) over the shady side of the boat (Figure 2). The disk was lowered until the observer could no longer distinguish between the white and black quadrants and then raised until the disk came back into view. This was repeated three times and then the depths at which the disk disappeared and then reappeared were averaged to give the Secchi depth.



Figure 2 – Lowering of Secchi disk

The euphotic zone is the section of the water column where enough light penetrates to facilitate algae growth (measured as 2X the Secchi depth). In order to obtain a water sample containing water from the euphotic zone, a weighted, 500 mL, small neck bottle (Figure 3) was lowered with a rope in the water column to a depth of 2X Secchi depth then quickly brought to the surface before the bottle became completely filled. For the two Lake Partner Program sampling sites, the water was filtered with an 80-micron filter as it was poured into the sampling bottles.



Figure 3 – Transferring water sample from euphotic zone composite into lab sample bottle

## 2.2 Late Summer Sampling

Late summer sampling included all of the field work conducted during the spring (Secchi depths and euphotic zone composite water sampling), but with the addition of temperature/oxygen profiles and lower water column samples to measure the impacts of the summer thermal stratification and oxygen depletion on water quality.

Temperature/oxygen profiles were obtained at Sites#1, #2, #3, and #4 during the late summer sampling session using an YSI 55 Dissolved Oxygen Meter.

During the later summer sampling session, an additional water sample was taken at sites #2, #3, and #4 approximately one meter from the bottom of the lake using a Beta horizontal water sampler (Figure 4). Both ends of the water sampler were opened prior to lowering it (using a rope) to the desired water depth. At the desired depth, a small weight was sent down through the water column along the length of the rope triggering a release mechanism on the sampler and causing the sampler caps to close.



Figure 4 – Horizontal Beta Sampler prior to deployment

All water samples collected were transferred immediately upon collection to sample bottles for analysis at a laboratory. Samples were shipped via Greyhound bus to ALS Laboratory Group in Winnipeg, MB, for analysis.

## 3.0 RESULTS

### 3.1 Sampling Session Dates and Locations

The 2017 sampling sessions were conducted on April 30<sup>th</sup> and August 27<sup>th</sup>. The depth of the sampling sites was 28.8 m for Site 1, 16.9 m for Site 2, 9.8 m for Site 3, and 6.9 m for Site 4.

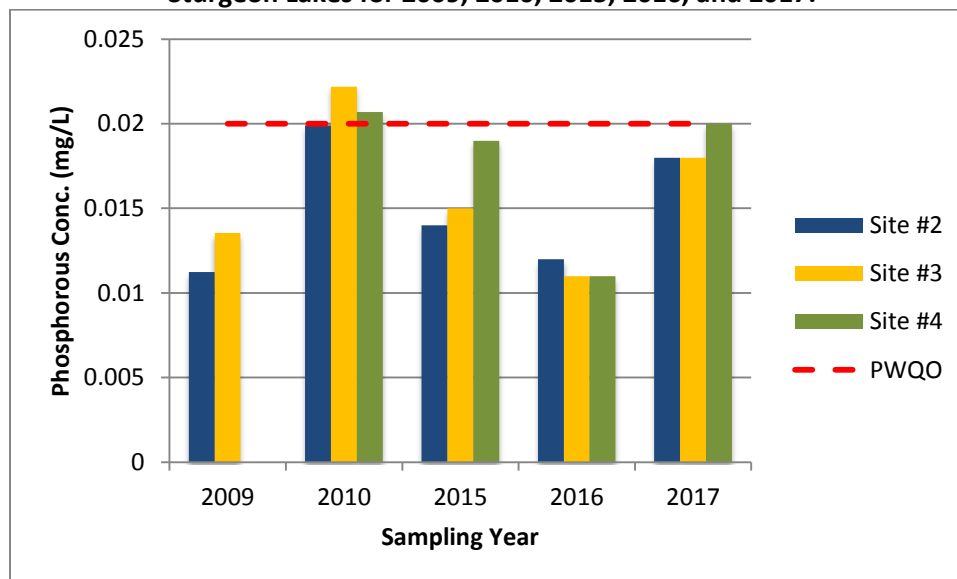
### 3.2 Total Phosphorous

The 2017 spring sampling results for phosphorous concentrations were at or below the provincial water quality objective (PWQO) of 0.0200 mg/L for all sites. During 2017, the spring turnover euphotic zone phosphorous concentrations taken at Site 2 (0.018 mg/L), Site 3 (0.018 mg/L) and Site 4 (0.020 mg/L) were all above the concentrations found in 2009, 2015, and 2016, but below the results found in 2010 (Figure 5). The phosphorous results from the samples sent in to the Dorset laboratory from site 1 in Lower Black Sturgeon Lake were 0.0128 mg/L and 0.0136 mg/L and samples from the middle of the basin of Upper Black Sturgeon Lake were 0.0128 mg/L and 0.0140 mg/L. Note that the Lake Partner



Program requires duplicate samples be sent to their laboratory as part of their volunteer sampling protocol.

**Figure 5 – Spring Turnover Total Phosphorous Concentrations for Three Sampling Sites on Black Sturgeon Lakes for 2009, 2010, 2015, 2016, and 2017.**



### 3.3 Chemical Analyses - Water Quality Characteristics

The spring turnover water samples were analyzed for 54 parameters encompassing dissolved organic carbon, colour, pH, alkalinity, turbidity and scans for cations/anions and trace metals. The 2017 results for Site 2 were comparable to the results for the 2010, 2015, and 2016 analyses and were all within the provincial water quality objectives (PWQO) for the parameters where an objective is provided, with the exception of copper (lab result of 0.00116 mg/L with a PWQO of 0.001). The full results can be found in Appendix 1.

## 4.0 DISCUSSION

### 4.1 Total Phosphorous

The total phosphorous readings that are of the most interest for water quality analyses are the ones taken during spring turnover. The reason for this is that turnover is when the phosphorous is mixed throughout the water column and provides an indication of overall phosphorous concentrations in the waterbody. Spring turnover is also when past phosphorous concentrations (i.e. Lake Partner Program) have been measured, which enable analysis of trends over time using a larger database over a longer time period.

The Ontario provincial water quality objective for total phosphorous concentrations is less than 20 µg/L (0.02 mg/L) “to avoid nuisance concentrations of algae in lakes” (MOE 1994). The 2017 spring sampling results for phosphorous concentrations were at or below the provincial water quality objective (PWQO)

of 0.0200 mg/L for all five sites (Site 1, Site 2, Site 3, Site 4, and middle of the basin for Upper Black Sturgeon Lake).

During 2017, the spring turnover euphotic zone phosphorous concentrations taken at Site 2 (0.018 mg/L), Site 3 (0.018 mg/L) and Site 4 (0.020 mg/L) were all above the concentrations found in 2009, 2015, and 2016, but below the results found in 2010. These values were within the Lake Partner Program range of total phosphorous samples analyzed between 2004 and 2014 on lower Black Sturgeon Lake (0.012 to 0.022 mg/L), but are above the mean of 0.017 mg/L over this same time period (Ministry of Environment 2015a). The duplicate samples sent in to the MOECC Dorset lab from Site #1 (0.0128 mg/L and 0.0136 mg/L) and the middle of the basin of Upper Black Sturgeon Lake (0.0128 mg/L and 0.0140 mg/L) were all below the mean of the Lake Partner Program results found between 2004 and 2014. This indicates that the phosphorous concentrations on Lower Black Sturgeon Lake appear to have been relatively stable (and at or below the water quality objective) for the past decade. However, the upward trend from 2016 and 2017 should be noted and, should this trend continue in the 2018 field season, this may be cause for concern.

#### **4.2 Chemical Analysis - Water Quality Characteristics**

The 2017 Site 2 results were comparable to the results for the 2010, 2015 and 2016 analyses and were all within the provincial water quality objectives (PWQO) for the parameters where an objective is provided, with the exception of copper (lab result of 0.00116 mg/L with a PWQO of 0.001). This data supports the findings of the phosphorous results indicating that the water quality health of Black Sturgeon Lakes has remained relatively consistent over the past several years.

### **5.0 SUMMARY AND RECOMMENDATIONS**

Lower Black Sturgeon Lake is within the provincial water quality objectives for a healthy lake for all of the parameters measured and analyzed in this study, with the exception of copper. All results indicate that Black Sturgeon Lakes has the water quality characteristics to be expected in a dystrophic lake (i.e. heavily coloured due to presence of humic compounds of plant origin) located in northwestern Ontario. In addition, the 2017 water quality results are consistent with results of previous water monitoring studies conducted on Lower Black Sturgeon Lake. This indicates that the health of the water body has remained consistent and is not deteriorating over time.

The results for copper in 2017 at site 2 (0.00116 mg/L) are higher than those found in the 2010 (0.00073 mg/L), 2015 (0.00087 mg/L) and 2016 (0.00062 mg/L). Given that the site 2 results exceed the provincial water quality objective (0.001 mg/L) by a small amount (and one that would not be found if the 2017 number was rounded), in addition to the downward trend in copper found between the 2015 and 2016 results, it is felt that this result is not a significant issue at this time. However it is felt that the upward trend from 2016 and 2017 should be noted and, if this trend continues in the 2018 field season, this may be cause for concern.

The variation shown during the 2009, 2010, 2015, 2016, and 2017 sampling seasons demonstrates the importance of collecting data annually to establish and maintain robust data sets. The summer of 2009

was characterized by relatively cool conditions and therefore the information collected during this season provides a detailed synopsis of Lower Black Sturgeon Lake water quality during a cool summer. The 2010 open water season was exceptionally long and wet which produced a data set that reflects these climatic conditions. However, the results of these varying summer patterns was that despite the fact there were no major changes to land use, the 2009 and 2010 sampling seasons produced different water quality sampling results. The 2015 sampling season produced results from a more *average* or *typical* open water season with results that were often in between the two baseline sampling seasons. The 2016 season phosphorous concentrations were lower than those found in the previous sampling seasons, potentially the result of cool, dry spring conditions and a snow pack that had seen significant melting well before ice-out on Black Sturgeon Lakes. The 2017 sampling season demonstrated not only the annual variations in results, but also the benefit of collecting additional samples from more sampling sites and taking advantage of the Lake Partner Program for a larger and more robust data set.



## 6.0 REFERENCES

Gartner Lee Ltd. and Kelli Saunders Environmental Management. October 2007. *Lake Capacity and Management Study for Black Sturgeon Lake, City of Kenora.*

Ministry of the Environment. 2015a. Lake Partner Total Phosphorous Data. Found on website at: <http://desc.ca/programs/lpp>

Ministry of the Environment. 2015b. Lake Partner Secchi Depth Data. Found on website at: <http://desc.ca/programs/lpp>

Ministry of Environment and Energy. July 1994. *Water Management: Policies; Guidelines; Provincial Water Quality Objectives of the Ministry of Environment and Energy.* Found on website at: <http://www.ontario.ca/document/water-management-policies-guidelines-provincial-water-quality-objectives>

**APPENDIX 1 – DISSOLVED OXYGEN/TEMPERATURE PROFILE RESULTS  
AND SECCHI DEPTHS FOR 2017 LATE SUMMER SAMPLING SESSION**

**Site 1**

**Secchi Depth (m)**      **B.P.**      **Time**      **Depth (m)**  
 3.0                      752.7              10:35              28.8

<b>Depth</b>	<b>Temp</b>	<b>DO (%)</b>	<b>DO (mg/L)</b>
0.5	19.5	96.2	8.83
1	19.6	95.6	8.72
2	19.6	95.0	8.70
3	19.6	94.4	8.65
4	19.6	94.0	8.62
5	19.6	93.7	8.59
6	19.6	93.6	8.58
7	19.6	93.1	8.54
8	18.2	77.3	7.26
9	15.6	53.6	5.35
10	14.4	50.5	5.18
11	13.0	50.3	5.30
12	11.7	51.7	5.62
13	10.8	51.7	5.75
14	9.6	50.2	5.72
15	9.2	49.8	5.73
16	8.7	48.7	5.67
17	8.4	48.1	5.59
18	7.9	46.3	5.50
19	7.9	46.0	5.46
20	7.8	45.6	5.42
21	7.7	44.7	5.33
22	7.6	43.9	5.25
23	7.6	42.8	5.13
24	7.5	42.2	5.06
25	7.5	41.2	4.84
26	7.3	36.5	4.37
27	7.3	34.6	4.15
28	7.3	33.3	4.01

**Site 2**

**Secchi Depth (m)**      **B.P.**  
3.0                      **(mmHg)**  
752.8                      **Time**  
12:35                      **Depth (m)**  
16.9

<b>Depth</b>	<b>Temp</b>	<b>DO (%)</b>	<b>DO (mg/L)</b>
0.5	20.1	97.3	8.77
1	20.0	96.0	8.74
2	20.0	95.8	8.71
3	20.0	95.4	8.73
4	20.0	95.0	8.65
5	19.9	93.6	8.58
6	19.9	93.6	8.50
7	19.9	93.4	8.46
8	19.4	86.3	7.90
9	14.7	54.7	5.54
10	12.4	48.8	5.21
11	11.3	46.8	5.14
12	10.1	44.4	5.00
13	9.7	41.5	4.73
14	9.4	39.7	4.54
15	9.1	35.5	4.04
16	9.1	31.4	3.60

**Site 3**

**Secchi Depth (m)**      **B.P. (mmHg)**      **Time**      **Depth (m)**  
2.25                      752.8                      11:48                      9.8

<b>Depth</b>	<b>Temp</b>	<b>DO (%)</b>	<b>DO (mg/L)</b>
0.5	19.5	93.5	8.56
1	19.4	93.3	8.59
2	19.3	92.3	8.52
3	19.3	91.8	8.47
4	19.2	91.6	8.41
5	18.9	71.1	6.54
6	16.3	11.4	1.03
7	11.5	5.2	0.57
8	9.5	3.5	0.40
9	8.3	2.6	0.30

**Site 4**

**Secchi Depth (m)**      **B.P. (mmHg)**      **Time**      **Depth (m)**  
2.75                      752.9                      11:15                      6.9

<b>Depth</b>	<b>Temp</b>	<b>DO (%)</b>	<b>DO (mg/L)</b>
0.5	20.0	97.8	8.82
1	20.1	97.4	8.80
2	20.1	96.4	8.73
3	20.1	96.2	8.72
4	20.1	95.5	8.65
5	20.0	95.0	8.62
6	20.0	94.6	8.58

**APPENDIX 2 – 2010 TO 2017 LABORATORY RESULTS FOR WATER  
QUALITY CHARACTERISTICS – SITE 2 (OUTLET OF LOWER BLACK  
STURGEON LAKE)**

<b>Parameter</b>	<b>2010</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Unit</b>	<b>PWQO</b>
Alkalinity, Bicarbonate (HCO <sub>3</sub> )	21.3	16.8	26.5	21.2	mg/L	n/a
Alkalinity, Carbonate (CO <sub>3</sub> )	<	<	<	<	mg/L	n/a
Alkalinity, Hydroxide (OH)	<	<	<	<	mg/L	n/a
Total Alkalinity (CaCO <sub>3</sub> )	17.5	16.8	21.7	17.4	mg/L	n/a
Chloride (Cl)	<	3.76	4.16	3.86	mg/L	n/a
Flouride (F)	0.15	0.037	0.044	0.045	mg/L	n/a
Sulphate (SO <sub>4</sub> )	<	1.93	1.97	1.81	mg/L	n/a
Colour, True	20	18	24.2	30.1	CU	n/a
Dissolved Organic Carbon	8.7	7.5	7.78	8.14	mg/L	n/a
Turbidity	1.2	1.1	1.31	1.34	NTU	n/a
pH	7.3	7.44	6.78	7.11	pH units	6.5 - 8.5
Aluminum (Al)-Total	0.044	0.0513	0.0655	0.0641	mg/L	0.075
Antimony (Sb)-Total	<	<	<	<	mg/L	0.02
Arsenic (As)-Total	<	0.00032	0.003	0.00037	mg/L	0.005
Barium (Ba)-Total	0.00832	0.00845	0.00822	0.00808	mg/L	n/a
Beryllium (Be)-Total	<	<	<	<	mg/L	0.011
Bismuth (Bi)-Total	<	<	<	<	mg/L	n/a
Boron (B)-Total	<	<	<	<	mg/L	0.2
Cadmium (Cd)-Total	<	<	<	<	mg/L	0.0001
Calcium (Ca)-Total	5.05	5.77	5.25	5	mg/L	n/a
Cesium (Cs)-Total	<	<	<	<	mg/L	n/a
Chromium (Cr)-Total	<	<	<	<	mg/L	0.001
Cobalt (Co)-Total	<	<	<	<	mg/L	0.0009
Copper (Cu)-Total	0.00073	0.00087	0.00062	0.00116	mg/L	0.001
Iron (Fe)-Total	0.065	<	0.111	0.119	mg/L	0.3
Lead (Pb)-Total	<	0.0001	<	<	mg/L	0.001
Lithium (Li)-Total	n/a	<	<	<	mg/L	n/a
Magnesium (Mg)-Total	1.5	1.79	1.61	1.62	mg/L	n/a
Manganese (Mn)-Total	0.00496	0.00529	0.0151	0.0127	mg/L	n/a
Molybdenum (Mo)-Total	<	<	<	<	mg/L	0.04
Nickel (Ni)-Total	0.00048	<	<	<	mg/L	0.025
Phosphorus (P)-Total	0.0199	0.0140	0.0120	0.0180	mg/L	0.02
Potassium (K)-Total	0.954	1.08	0.995	1.02	mg/L	n/a
Rubidium (Rb)-Total	0.00161	0.00202	0.00193	0.00198	mg/L	n/a
Selenium (Se)-Total	<	<	<	<	mg/L	0.1
Silicon (Si)-Total	1.16	0.88	1.07	1.43	mg/L	n/a



Silver (Ag)-Total	<	<	<	<	mg/L	0.0001
<b>Parameter</b>	<b>2010</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Unit</b>	<b>PWQO</b>
Sodium (Na)-Total	2.53	3.25	3.07	3.04	mg/L	n/a
Strontium (Sr)-Total	0.0219	0.0239	0.023	0.0244	mg/L	n/a
Tellurium (Te)-Total	<	<	<	<	mg/L	n/a
Thallium (Tl)-Total	<	<	<	<	mg/L	0.0003
Thorium (Th)-Total	n/a	<	<	<	mg/L	n/a
Tin (Sn)-Total	<	<	<	<	mg/L	n/a
Titanium (Ti)-Total	0.00094	0.00124	0.00162	0.00136	mg/L	n/a
Tungsten (W)-Total	<	<	<	<	mg/L	0.03
Uranium (U)-Total	<	<	<	<	mg/L	0.005
Vanadium (V)-Total	<	0.0002	0.00022	0.00023	mg/L	0.006
Zinc (Zn)-Total	<	<	<	<	mg/L	0.03
Zirconium (Zr)-Total	<	<	<	<	mg/L	0.004
Nitrate	n/a	<	0.049	0.0623	mg/L	n/a
Nitrate + Nitrite	0.057	<	n/a	<	mg/L	n/a
Nitrite	n/a	<	<	<	mg/L	n/a
Total Kjeldahl Nitrogen	n/a	0.37	0.35	0.38	mg/L	n/a
Total Nitrogen Calculated	n/a	0.37	n/a	0.38	mg/L	n/a



December 19, 2017

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

### **Agenda Item Title:**

Changes to the 2014 – 2018 Multi-Year Accessibility Plan

### **Background Information:**

In December 2017, City staff submitted a compliance report to the Province of Ontario regarding implementation of the Accessibility for Ontarians with Disabilities Act (AODA) and associated regulations. Overall, the City was in compliance with most of the regulations.

However, under s. 80(44) of the Integrated Accessibility Standards Regulation (IASR), the City's Multi-Year Accessibility Plan did not identify procedures for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements are not in working order. In consultation with the Parks and Facilities Division, it was determined that such procedures are already part of the City's ongoing inspection program. Thus, the purpose of the amendment is to formalize these efforts within policy.

Please see the attached City of Kenora – 2014 – 2018 Multi-Year Accessibility Plan with proposed changes highlighted in red.

### **Resolution for Council:**

That Council hereby approves the amended City of Kenora 2014 – 2018 Multi-Year Accessibility Plan.

**Budget:** N/A

**Risk Analysis:** As per the City's ERM Policy there is a low risk pertaining to service delivery as the Parks and Facilities Division inspection program already ensures that accessible elements in public spaces undergo preventative and emergency maintenance.

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

Amended plan will be circulated to Managers and Accessibility Committee.

### **Strategic Plan:**

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

**Briefing By:** Adam Smith, Special Projects and Research Officer

**Bylaw Required:** Yes



**THE CITY OF KENORA**  
**2014-2018**  
**MULTI-YEAR ACCESSIBILITY PLAN**

**This document is available in alternate formats, upon request**

**City of Kenora**  
**1 Main Street South**  
**Kenora, Ontario**  
**Tel: 807-467-2000**  
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## 1 Introduction

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was enacted to develop, implement, and enforce Accessibility Standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures, premises and transportation throughout Ontario by the year 2025. Accessibility Standards include the Accessible Customer Service Standard (O. Reg. 429/07), the Integrated Accessibility Standard Regulation (O. Reg. 191/11) – including the Information & Communication, Transportation, Employment and the Design of Public Spaces Standards.

Under the Integrated Accessibility Standards Regulation (IASR), the City of Kenora (the City) is required to establish, implement, maintain and document a multi-year accessibility plan. This plan outlines the City of Kenora's strategy to identify, prevent and remove accessibility barriers, and meet its requirements under the IASR.

In accordance with the requirements set out in the Integrated Accessibility Standard Regulation, the City of Kenora will:

- Post the accessibility plan on its website ([www.kenora.ca](http://www.kenora.ca));
- Provide the plan in an accessible format upon request;
- Review and update the accessibility plan at least once every five years;
- Establish, review and update the accessibility plan in consultation with persons with disabilities and the Municipal Accessibility Advisory Committee;
- Prepare an annual status report and post it on the City of Kenora website.

## 2 Municipal Accessibility Advisory Committee

The City of Kenora's Accessibility Advisory Committee (AAC) was established in 2003. The AAC is responsible for the provision of advice to Council on specific initiatives to be undertaken by the City. This consultation assists with the prevention, identification and removal of barriers that restrict people with disabilities from participating in City programs or accessing services, and facilities. The Committee is comprised of dedicated volunteers committed to working towards a barrier-free municipality.

The City's AAC is made up of 10 citizens and 2 Council representatives. Members are representing and advocating for persons with disabilities in the community.

The AAC meets on a quarterly basis and meetings are open to the public. During meetings, updates are provided to the AAC which may include presentations or discussions led by staff.

### **3 Statement of Commitment to Accessibility**

The City of Kenora is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### **4 Report on Measures to Identify, Remove and Prevent Barriers**

#### **4.1 Customer Service**

From 2010-2013, the City of Kenora (the City) continued to comply with the Accessibility Standards for Customer Service Regulation (O. Reg. 429/07). A copy of the Accessible Customer Service Standards Regulation Policy is included in the Appendix of this document and can also be accessed on the Accessibility pages of the City of Kenora web site ([www.kenora.ca](http://www.kenora.ca)) The City of Kenora will continue to train new employees on the Customer Service Standard.

The City was required to be Compliant with this regulation on January 1, 2010 and met this deadline. Compliance was reported to the Ministry of Community and Social Services as required in October 2012. Compliance includes:

- a) Policies and procedures on providing goods and services to people with disabilities in the areas of:
  - An Accessibility Policy which incorporates dignity, independence integration, and equity;
  - Use of service animals and support persons;
  - Notice of temporary disruptions;
  - Provision of a feedback process for the public to submit concerns about accessibility;
  - Use of assistive devices.
- b) Training on Accessible Customer Service is provided which includes all content required under this Regulation.
- c) All City of Kenora staff completed of Accessible Customer Service Training.
- d) All new staff receives AODA Customer Service Training at orientation.
- e) All volunteers and contractors with the City of Kenora are required to comply with the City of Kenora Accessibility Commitment.

#### **4.2 Accessibility Feedback**

The City of Kenora has an accessible feedback process in place. Feedback can be provided in multiple formats including in person, by mail, phone, and email.

Should a member of the public wish to provide feedback to the City of Kenora on the goods or services provided by the City of Kenora, feedback can be provided in the following manner:

- i) In person, at 1 Main St South
- ii) By telephone, via the General Inquiries telephone line, at 807-467-2000
- iii) Fax 807-467-2009
- iv) By email, via the General Inquiries email address at [service@kenora.ca](mailto:service@kenora.ca)

### **4.3 Accessibility Planning**

In 2013, the City of Kenora embarked on an accessibility planning process to identify preparedness for compliance with the AODA Integrated Accessibility Standards Regulation (IASR) and to develop a multi-year accessibility plan.

The City identified a working committee that attended and received numerous training workshops.

The City will over 2014:

- Conduct a review of the City's compliance readiness with the AODA Integrated Accessibility Standards Regulation.
- Will continue to review the multi-year plan for meeting the requirements under the AODA and to proactively plan for increasing accessibility of goods, services, facilities and transportation in the City.
- To conduct a physical accessibility audit of city owned facilities.

The City of Kenora has an internal Administrative Accessibility Committee that will meet regularly to review progress in meeting the requirements of the AODA and to monitor progress on implementing the annual accessibility plans and to determine that barrier-removal and barrier-prevention strategies are implemented effectively.

The Office of the City Clerk will provide oversight of the implementation of the Accessibility Plan. It will employ an Accessibility Specialist responsible for liaising with the Accessibility Advisory Committee, the Administrative Committee and the community in supporting and guiding the City of Kenora in the implementation of the Plan.

#### **4.4 Barrier Identification and Removal**

- a) Continue to remove barriers from existing facilities and infrastructure as identified in the City of Kenora's previous accessibility plans in addition to others that are identified including washroom renovations, ramps and automatic door openers.
- b) Continue to remove barriers from City services and programs.
- c) Identify Accessibility Sidewalk Ramp in Program to upgrade or install new sidewalk ramps at intersections where a barrier to access exists. The Roads Department will work with the Accessibility Advisory Committee.
- d) Continue Lift and Level Program and Trip edge removal program to remove trip hazards and barriers to accessibility caused by heaved and sunken sidewalk slabs, which provides safer and more uniform walking surface to all citizens of Kenora. 12 projects were completed for 2013.
- e) All existing sidewalks rehabilitated replaced and reconstructed to current Engineering Standards to provide a safe uniform walking surface which incorporate barrier free ramps at each intersection.
- f) Install audible crossing signals at pedestrian crossings at signalized intersections. When signals are scheduled to be updated or replaced. Second Street and Matheson Street upgraded to audible crossing signals in 2012.
- g) The Parks Division plans on continuing to review parks and trails to make accessible with paved trails. Continue to upgrading washrooms for safe and easy access, accessible stalls and accessible counter height.
- h) Purchase of accessible picnic tables for parks and beaches.
- i) Improve accessibility at Coney Beach Park to allow for accessible travel to the band stand area.
- J) Safe and easy access to docks at Harbourfront Dock (2012)
- k) Paved, accessible trail from Garrow Park to Nairn Avenue. Accessible granite picnic table and accessible rest areas (2012)
- l) Safe and easy access to bus shelter at Norman Park

#### 4.5 Strategies for Barrier Prevention

- a) Accessibility Advisory Committee will continue to review design plans for new City owned buildings and major renovations, and comment on site plan controls.
- c) The Property and Planning Department plans to incorporate accessibility components and standards into Urban Design Guidelines being developed for the entire City.
- d) The Facility Department plans to incorporate accessible counters, power door operators, assisted listening systems, accessible washrooms, ramps and more when completing interior renovations at all City facilities

#### 5 Accessibility Plan

The Integrated Accessibility Standard Regulation (ONTARIO REGULATION 191/11) consists of 6 parts:

- I. General Requirements
- II. Information and Communications Standards
- III. Employment Standards
- IV. Transportation Standards
- V. Design of Public Spaces Standards (Accessibility Standards For the Built Environment)
- VI. Compliance

The following chart provides an overview of the timeline for compliance with the AODA Standards for a Broader Public Sector Organization with 50+ employees.

Timelines for Compliance with Accessibility Standards Broader Public Sector

2012	2013	2014	2015
Information and Communications <ul style="list-style-type: none"> <li>• Emergency and public safety information</li> </ul>	General Requirements <ul style="list-style-type: none"> <li>• Policies</li> <li>• Accessibility Plans</li> <li>• Procuring or acquiring goods, services or facilities</li> <li>• Kiosks</li> </ul>	General Requirements <ul style="list-style-type: none"> <li>• Training</li> </ul>	Information and Communications <ul style="list-style-type: none"> <li>• Accessible formats and communication supports</li> </ul>
Employment <ul style="list-style-type: none"> <li>• Workplace emergency information</li> </ul>	Information and Communications <ul style="list-style-type: none"> <li>• Public Libraries</li> </ul>	Information and Communications <ul style="list-style-type: none"> <li>• Accessible feedback</li> </ul>	2016 Design of Public Spaces <ul style="list-style-type: none"> <li>• Recreational</li> </ul>

		<p>processes</p> <ul style="list-style-type: none"> <li>• New internet websites and web content on those sites must inform with WCAG 2.0 Level A</li> </ul>	<p>Trails and Beach Access Routes</p> <ul style="list-style-type: none"> <li>• Outdoor Public Use Eating Areas and Play Spaces</li> <li>• Exterior Paths of Travel</li> <li>• Accessible Parking</li> <li>• Obtaining Services</li> </ul>
<p>Transportation</p> <ul style="list-style-type: none"> <li>• Transit stops</li> <li>• Storage of mobility aids</li> <li>• Companions and Children</li> <li>• Availability of information on accessibility equipment</li> <li>• General responsibilities</li> <li>• Emergency preparedness and response</li> <li>• Courtesy seating</li> </ul>	<p>Transportation</p> <ul style="list-style-type: none"> <li>• Accessibility Plans</li> <li>• Coordinated services</li> <li>• Service disruptions</li> <li>• Visitors</li> <li>• Fare Parity (within same provider)</li> <li>• Alternative accessible method of transportation</li> <li>• Hours of service (within same provider)</li> <li>• Service delays</li> <li>• Duties of municipalities (bus stops/shelters)</li> <li>• Fare (payment options)</li> </ul>	<p>Employment</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Employees returning to work</li> <li>• Employee accommodation</li> <li>• Performance management, career development and deployment</li> </ul>	<p>2017</p> <p>Transportation</p> <ul style="list-style-type: none"> <li>• Pre-boarding and on-board announcements (electronic)</li> <li>• Categories of eligibility</li> </ul>
		<p>Transportation</p> <ul style="list-style-type: none"> <li>• Training</li> </ul>	<p>2021</p> <p>Information and</p>



		<ul style="list-style-type: none"> <li>• Trip restrictions</li> <li>• Fares, support persons</li> <li>• Eligibility application process (existing)</li> <li>• Booking</li> <li>• Emergency or compassionate grounds</li> </ul>	<p>Communications</p> <ul style="list-style-type: none"> <li>• All internet websites and web content on those sites must conform with WCAG 2.0 Level AA, excluding live captioning</li> </ul>

The City of Kenora’s plan for meeting the requirements of the applicable sections of the Integrated Accessibility Standard Regulation (IASR) is presented below.

**2012 Compliance Requirements**

**5.1 Emergency Procedure, Plans or Public Safety Information (2012)**

Safety is a priority for the City of Kenora and we strive to ensure that our facilities are safe for public visitors and employees. The City is required to make emergency procedures, plans or public safety information available in an accessible format or with appropriate communication supports, upon request.

Action Taken:

- The City of Kenora undertook a review of emergency procedures at each of its facilities to ensure that information was available in an accessible format or with appropriate communication supports, as soon as practicable, upon request;

Actions Planned:

- 72 Hour Emergency Preparedness Guides for People with Disabilities will be developed and made available from the City Clerk’s Office at City or can be accessed on the City of Kenora website.

## **5.2 Workplace Emergency Response Information (2012)**

Where the City of Kenora is aware that an employee has a disability and that there is a need for accommodation, individualized workplace emergency response information will be provided to the employee as soon as practicable if such information is necessary given the nature of the employee's disability.

Actions Planned:

- An employee-wide communique will be deployed to identify employees with disabilities requiring workplace emergency response assistance.
- Individualized workplace emergency plans will be prepared for employees who have disclosed a disability and who require accommodation.
- Review and revise individualized workplace emergency plans on an ongoing and regular basis

## **5.3 Transportation Specific Requirements (2012)**

Transportation specific requirements for 2012 included items such as public information on accessible equipment and the use of that equipment, providing for safe disembarking of passengers and priority seating for persons with disabilities.

Action Taken:

- The City various Transportation Service providers have worked to ensure compliance with the accessibility legislation on behalf of the City.

## **2013 Compliance Requirements**

### **5.4 Accessibility Policies (2013)**

The City of Kenora Accessibility Policy has been updated to include the Integrated Accessibility Standards Regulation requirements and an organizational statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner.

The policy is consistent with:

- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA)
- Ontario Regulation 191/11 Integrated Accessibility Standards (ISAR)
- Ontario Regulation 429/07 Accessibility Standards for Customer Service
- Ontarians with Disabilities Act, 2001, S.O. 2001, c. 32 (ODA)

- Human Rights Code, R.S.O. 1990, c. H.1

Actions Planned:

- Continue to review City policies and standard operation procedures to identify opportunities to integrate AODA requirements.

### **5.5 Accessibility Plan (2013)**

The Multi-year Accessibility Plan was developed and will be reviewed with the Municipal Accessibility Advisory Committee and any recommendations will be added to the plan in consultation with the Municipal Accessibility Advisory Committee. The Accessibility Plan will be posted on the public website. An annual status report on the progress of measures taken to implement the City's strategy to prevent and remove barriers and meet its requirements under this Regulation will be prepared and posted on the City's website.

### **5.6 Procurement (2013)**

The City of Kenora will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except when it is not practical to do so. An explanation will be provided upon request if it is determined that incorporation accessibility criteria and features is not practicable.

Action Taken:

- The City of Kenora's procurement template has been amended to include an AODA compliance condition.

Actions Planned:

- Develop tools to assist procurement staff determine applicable accessibility criteria and features and evaluate proposals with respect to those standards.

### **5.7 Self Kiosks (2013)**

The City of Kenora will continue to incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

## **5.8 Training (2013)**

The City of Kenora is committed to implementing a process to ensure that all employees, volunteers, all other persons who provide goods, services or facilities on behalf of the City of Kenora and persons participation in the development and approval of the City of Kenora's policies, are provided with appropriate training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities, and are provided with such training as soon as practicable. The training on the requirements of the accessibility standards and on the Human Rights Code will be appropriate to the duties of the employees, volunteers and other persons.

Actions Planned:

- Training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities will be developed.
- All employees, volunteers, and persons participating in the development and approval of policies will be provided with training.
- The city will document and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided;
- Training will be provided whenever changes to Accessibility Policies are made.

## **5.9 Transportation Specific Requirements (2013)**

Transportation specific requirements for 2013 include items such as fare parity and hours of service between conventional and specialized transit, accessible equipment availability on all public transportation vehicles, service disruptions and delays and consultation requirements.

Action Taken:

- The City various Transportation Service providers have worked to ensure compliance with the accessibility legislation on behalf of the City.

## **2014 Compliance Requirements**

### **5.10 Information and Communication Standards (2014)**

The City of Kenora is committed to making information and communications accessible to persons with disabilities. The information we provide and the ways we communicate are key to delivering our programs and services to the public. The

City of Kenora will incorporate accessibility requirements under the Information and Communication Standard to ensure that its information and communications systems and platforms are accessible and are provided in accessible formats and with communication supports that meet the needs of persons with disabilities.

Action Taken:

- The City of Kenora has been working towards compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 as required under the AODA in the development of its' websites since 2010.

Actions Planned:

- Updates to the current City of Kenora websites are planned to improve accessibility and to meet WCAG requirements.
- Conduct regular review of the City of Kenora website content for accessibility.
- Develop guidelines and best practices for creating accessible documents and work with staff who create documents for public use to create web-ready, accessible documents at source.
- Continue to respond to feedback with respect to accessibility at the City of Kenora through accessible feedback processes.
- Ensure that all new websites and web content meets Web Content Accessibility Guidelines 2.0 Level A with a goal of meeting AA requirements as soon as possible
- To continually improve accessibility of the City of Kenora information and communications by identifying accessibility barriers and striving for barrier removal.

### **5.11 Employment Standards (2014)**

The City of Kenora is committed to creating an inclusive workplace and to ensure that accessibility for people with disabilities is included throughout the employment life cycle.

Actions Planned:

- Review current Human Resource policies and procedures with an accessibility perspective and ensure that the requirements of the Employment Standard and the Ontario Human Rights Code are met.
- Develop a barrier free recruitment strategy.
- Develop and document Individual Accommodation Plans for employees with disabilities.
- Continue to ensure that employees' individualized emergency protocols and individualized accommodation plans are reviewed on a regular basis.

- Develop a guide to the Accommodation of Disable Workers is available for all employees.
- The Human Resources Department has an established procedure for accommodating workers with disabilities.
- Develop a documented Return to Work process

## **5.12 Transportation Specific Requirements (2014)**

Transportation specific requirements for 2014 include items such as timelines for specialized application process, and guidelines for the use of the specialized transit system.

Actions Planned:

- The City various Transportation Service providers will work to ensure compliance with the accessibility legislation on behalf of the City.

## **2015 Compliance Requirements**

### **5.13 Accessible Formats and Communication Supports (2015)**

The City of Kenora will, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner and at a cost that is no more than the regular cost charged to other persons.

Actions Taken:

- Continue to use the accessible feedback and request mechanism as a means for enabling people with disabilities to request accessible formats or communication supports.

Actions Planned:

- Develop a mechanism for providing materials in an alternative format or with communication supports when requested.
- Update existing document templates to include accessibility requirements so that documents that regularly get posted to the website are accessible.

## **2016-2018 Compliance Requirements**

### **5.14 Design of Public Spaces (2016)**

On January 1, 2013, the Integrated Accessibility Standards Regulation was amended to include accessibility requirements for the Design of Public Spaces.



Beginning January 1, 2016 the City of Kenora will have to meet accessibility requirements when constructing and maintaining new or redeveloped elements of public spaces including:

- Recreational trails and beach access routes
- Outdoor eating areas for public use
- Outdoor play spaces (such as playgrounds)
- Exterior paths of travel (such as walkways across parks or between buildings) Accessible on-and off-street parking
- Service counters, queuing and waiting areas

Actions Planned:

- The City of Kenora, in conjunction with the Municipal Accessibility Advisory Committee will work on improving the accessibility of public spaces in advance of these requirements. Some examples include:
  - Accessibility Sidewalk Ramping Program.
  - Lift and Leven Program and Trip edge removal program
- The City's Facilities and Parks Division will be responsible for maintaining the accessible elements of public spaces and will apply best practices in preventative maintenance. This will include periodic evaluations, such as:
  - Annual inspections;
  - Inspections after storms or events that may affect accessible elements;
  - Seasonal-based maintenance; and
  - Inspections in response to reports of vandalism or complaints.
- The City will also apply best practices in the emergency maintenance and repair of the accessible elements of public spaces. These practices focus on an active response upon notification and repair as soon as practicable.
- Regarding procedures for dealing with temporary disruptions to public spaces' accessible elements, the City will continue to provide public notification of temporary disruptions. Public notification may include signage, notification on the City's website or social media platforms, or media releases, as determined by the City based on the nature or extent of the disruption.

### **5.15 Transportation Specific Requirements (2016-2018)**

Transportation specific requirements between 2016 and 2018 include items such as timelines for specialized application processes and guidelines for the use of the specialized transit system

Actions Planned:

- The City various Transportation Service providers will work to ensure compliance with the accessibility legislation on behalf of the City.

## **5.16 Internet Website Accessibility**

All City of Kenora internet websites and web content must conform with WCAG 2.0 Level AA by January 1, 2021, other than,

- i. Success criteria 1.2.4 Captions (Live), and;
- ii. Success criteria 1.2.5 Audio Descriptions (Pre-recorded).

Actions Planned:

- Conduct web accessibility audits on all existing websites and web content in order to determine an accessibility compliance roadmap and remediation plan.

## **6 Measuring Results**

### **6.1 Accessibility Reports**

The City of Kenora will prepare accessibility reports for submission to the Ontario Government every 2 years with the first report due December 31, 2014. The report will include how we have met our goals, commitments and the legislative requirements for those periods, as laid out in the Plan. The report will be prepared in consultation with the municipal Accessibility Advisory Committee. The report will be available on our website and will be provided in alternate formats upon request.

### **6.2 Reviewing Feedback**

We will also monitor and evaluate and feedback we have received throughout the year related to accessibility. This information may be integrated into our accessibility reports. Any comments on our accomplishments and plans are welcome and will be considered in our ongoing accessibility planning.

### **6.3 Revisions to the Multi-year Accessibility Plan**

If through public consultation, feedback, and our own accessibility action and planning processes, we feel that the Multi-year Accessibility Plan needs revision, the City of Kenora will update it to reflect these insights. Revisions will be available on our website, and will be provided in alternate formats upon request.

## **7 Feedback welcome**

We welcome inquiries and feedback about accessibility and the City of Kenora's efforts at meeting the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and the Integrated Accessibility Standards Regulation.

Visit/Mail: 1 Main Street South Kenora, Ontario P9N 3X2

Tel: 807-467-2000

Fax: 807-467-2009

Email: [service@kenora.ca](mailto:service@kenora.ca)

Alternate formats of this document are available free upon request.

December 15, 2017



## City Council Committee Report

**To: Mayor & Council**

**Fr: Charlotte Edie, Treasurer**

**Re: Dedicated Gas Tax Funds for Public Transportation Program**

### **Recommendation:**

That Council of the City of Kenora gives three readings to a by-law to authorize the execution of a letter of agreement between the City of Kenora and the Ministry of Transportation with respect to the Dedicated Gas Tax Funds for Public Transportation Program for 2017-2018; and further

That the Mayor and Treasurer be authorized to enter into the agreement.

### **Background:**

As of October 2004, the Province provided 1 cent/litre of gas tax funds to Ontario municipalities, increasing as of October 2005 to 1.5 cents/litre, and since October 2006 has consistently provided 2 cents/litre annually. In 2013 the Province made a commitment to make Gas Tax funding permanent. The City of Kenora will be eligible to receive an allocation of \$156,689 for this program year. The City received \$148,031 for the previous full year agreement.

The purpose of the Program is to provide dedicated gas tax funds to municipalities to ensure that local public transportation services continue, and to increase overall ridership through the expansion of public transportation capital infrastructure and levels of service. To be eligible to receive dedicated gas tax funds a municipality must contribute financially towards their public transportation services. A municipality receiving dedicated gas tax funds must ensure that all funds received are used exclusively towards the provision of public transportation services and, unless otherwise approved by the Ministry, disbursement of dedicated gas tax funds must be net of any rebate, credit or refund, for which it has received, will receive, or is eligible to receive.

The Ministry is requesting a signed letter of agreement along with a by-law to authorize this program.

### **Budget:**

There is no expected budget impact as a result of this program. Gas tax revenues are intended to support increased municipal public transportation expenditures and not to reduce or replace current levels of municipal public transportation funding.

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

**Strategic Plan or other Guiding Document:** Administrative Nature



December 29, 2017

## **Housekeeping Council Briefing**

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

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### **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:

- December 5 – Lake of the Woods Museum Board
- December 7 – Environmental Advisory Committee; and

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

- September 25 – Kenora Police Services Board
- September 26 – District of Kenora Home for the Aged Board of Management
- October 20 – Northwestern Health Unit Board of Health
- November 21 & December 5 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No



December 21, 2017

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** 2017 Water & Wastewater Systems Monthly Summary Report – November

**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 2017 Water and Wastewater Systems Monthly Summary Report for November.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the November 2017 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**

**November 2017**

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 November 2017 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:

- Nov 6<sup>th</sup>
- Nov 13<sup>th</sup>
- Nov 20<sup>th</sup>
- Nov 27<sup>th</sup>

All samples tested were within the allowable parameters.

### 2.3 Maintenance

- Rerouted highlift sump discharge line in preparation for repairs to main line.
- Completed installation and commissioning of pump #2 at Pine Portage.
- Replaced solution cartridges in emergency eyewash stations.
- Tested all generator batteries.
- Replaced coil on flash mixer starter.

### 2.4 Training

- WWOTC – Cross Connection Control (1 day)
- WCWC – Risk Assessment and Emergency Preparedness (1 day)
- WCWC – Maintaining Water Stability in Distribution Systems (1 day)
- City of Kenora Health and Safety Refresher (1/2 day)

## 2.5 Water Quality Complaints

There was one water quality complaint in November. Two residents of an apartment complex complained of a salty taste to their water. Chlorine residual was tested and found to be adequate. Landlord suspected there was no issue, but the location was included in our weekly bacteriological sampling as a precaution.

## 2.6 Other Information

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

## 3.0 Water Distribution System and Wastewater Collection System

### 3.1 Maintenance

#### 3.1.1. Water Distribution

- November 2 - Dug and repaired curb box: 96 Lakeside Crescent.
- November 4 - Dug and repaired watermain break: Miller Rapids Road near Wastewater Treatment Plant.
- November 6 - Dug and repaired curb box at: 1401 Pearl Avenue.
- November 8-9 - Dug and repaired watermain break at: near the CPR track Keewatin (close to Government Road Crossing Pumping Station).
- November 18 - Dug and repaired watermain break at: 638 Seventh Avenue South.
- November 25 - Dug and repaired watermain break at: 1216 Heenan Place.
- November 28 - Dug and repaired curb box at: 121 Main Street Rideout.

#### 3.1.2. Wastewater Collection

- November 1 - Replaced grinder pump at: 430 Rabbit Lake Road.
- November 6 - Rodded plugged sewer at: 505 Third Street South.  
- Replaced grinder pump at: 26 Birchwood Crescent.
- November 7 - Televised sewer service at: 208 Bay Street.
- November 15 - Rodded plugged sewer at: 400 Third Street South.
- November 17 - Rodded plugged sewer at: 1112 Eighth Avenue North.  
- Rodded plugged sewer at: 314 Seventh Avenue South.
- November 18 - Flushed service line at: 409 Veterans Drive.
- November 20 - Rodded plugged sewer at: 1122 Valley Drive.
- November 24 - Rodded plugged sewer at: 111 Main Street South.

3.1.3. **Water Thaws:**

	November 2016	November 2017
City	0	0
Private	0	0

**3.2 Training**

- November 20-21 – All Division staff attended one day WWOTC training on “Collection Systems odor and Corrosion Control”.
- November 22-23 – All Division staff attended one day WWOTC training on “Cross Connection and Backflow Prevention”.
- November 27-28 – All Division staff attended one day Walkerton training on “Risk Assessment and Emergency Preparedness”.
- November 29-30 – All Division staff attended one day Walkerton training on “Maintaining Water Stability in Distribution Systems”.
- November 20-26 – All Division staff attended a ½ day City of Kenora Health and Safety Refresher Training session.

**3.3 Water Quality Complaints**

There was one (1) customer complaint reported to the Water Treatment Plant for the month of November.

- The complaint was related to taste. See Item 2.5 for more detail.

**3.4 Boil Water Advisory(s) - 2017**

Date and Location:

- November 8<sup>th</sup> – All Norman and Keewatin Area.
- November 18<sup>th</sup> – Two (2) residents on Fifth Avenue South, Five (5) residents on Sixth Avenue South, Two (2) residents on Second Street South and Thirty three (33) residents on Third Street South.
- November 24<sup>th</sup> – Seventeen (17) residents on Heenan Place, Seven(7) residents on Minto Avenue and Two (2) residents on Nairn Avenue.

**3.5 Other Information**

- There is no other information for November.

## **4.0 Wastewater Treatment Plant**

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

### **4.2 Weekly Bacteriological Samples**

4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out November 29<sup>th</sup>, 2017 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 125 [mg/L]
- b. Total BOD Final Effluent: 15.4 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 493 [mg/ L]
- d. Total Suspended Solids Final Effluent: 10.76 [mg/ L] - limit is 25 [mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on November 1, 8, 15, 22, 29<sup>th</sup>, 2017 - Results: Organisms/100 ml

- a. Geometric Means from samples in November: 42.77 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 42.77 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 98%.

### **4.3 Maintenance**

- 4.3.1. Sludge Press maintenance [clean and grease].
- 4.3.2. Drain and inspection of west clarifier.
- 4.3.3. Change actuator on west clarifier.
- 4.3.4. U.V. maintenance.
- 4.3.5. 100 Building maintenance.
- 4.3.6. Grease Bar screen, Organic return and Sand extractor, 100 Building.
- 4.3.7. Contractor read and assisted in opening the west clarifier sluice gate.
- 4.3.8. Electrical maintenance: all disconnects and breakers were exercised as requested by ESA.

### **4.4 Training**

- 4.4.1 Health and Safety Policy reviewed with staff.
- 4.4.2 Darryl Wilson attended the Water and Wastewater Conference in Thunder Bay.

### **4.5 Other Information**

November 1<sup>st</sup>, 2017 - Workplace Health & Safety inspection completed.









## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2016

		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>Wastewater Plant Flows</b>														
<u>Influent Flow</u>														
Total Influent Flow	m <sup>3</sup> /mon.	166,796	145,593	239,945	280,713	226,870	286,533	328,031	227,201	275,187	235,339	200,293	193,784	2,806,285
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,929	5,737	15,435	21,452	10,379	18,398	16,858	9,680	15,160	9,192	8,413	8,120	144,753
Minimum Daily Influent Flow	m <sup>3</sup> /day	5,158	4,695	5,024	6,955	6,620	4,356	7,718	6,705	6,180	6,551	5,500	4,995	70,457
Average Daily Influent Flow	m <sup>3</sup> /day	5,380	5,020	7,740	9,357	7,318	9,551	10,582	7,329	9,173	7,592	6,676	6,251	91,969
<u>Effluent Flow</u>														
Total Effluent Flow	m <sup>3</sup> /mon.	172,152	153,306	243,436	277,099	214,676	259,909	306,709	214,133	261,648	224,345	193,944	194,368	2,715,725
Average Daily Flow	m <sup>3</sup> /day	5,553	5,286	7,852	9,236	6,925	8,664	9,894	6,905	8,721	7,237	6,465	6,270	89,008
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		4	4	5	4	4	5	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	4	5	4	5	4	4	5	4	52
Geometric Means (Bacti Samples)		20.6	50.7	26.3	27.5	13.7	36.09	108.8	55.6	11.4	11.6	14.6	17.9	395
Sludge Hauled to Landfill	m <sup>3</sup> /mon	217	183	247	205	285	251	205	148.2	228	148	160	262	2,539
<u>Callouts</u>														
		1	0	2	1	1	2	1	0	0	1	2	2	13



**December 27, 2017**

**Housekeeping  
Council Briefing**

**Agenda Item Title:** Kenora Emergency Management 2017 Municipal Compliance Report

**Background Information:** As part of the annual compliance for our Municipal Emergency Control Group and Program Committee, the City of Kenora is required to perform regular meetings, perform public education, each member of the Emergency Control Group is required to complete four hours of annual emergency management related training and complete an annual emergency exercise.

The committee's responsibility is to guide the development, implementation and maintenance of the municipality's emergency management program including the municipal emergency response plan, public education program, training, and emergency exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

**Resolution for Council:**

Whereas, that council acknowledge that the City of Kenora's Emergency Management Program Committee has completed all of its requirements under the Emergency Management and Civil Protection Act (EMCPA) and is compliant for 2017. See ZHouse Kenora Emergency Management 2017 Municipal Compliance Report- Attach for details.

Therefore Be It Resolved that council accept the current member of the City of Kenora Municipal Control Group as the members of the Emergency program Committee the City of Kenora.

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

**Bylaw Required:** No

# Office of the Fire Marshal and Emergency Management



## Municipal Compliance Report 2017

**Kenora, City of**

If you require any support, or if you have any questions about the development of your emergency management programs at any time throughout the year, please contact your assigned Field Officer.

The Provincial Emergency Operations Centre (PEOC) may be reached 24 hours a Day, 7 days a week. Contact: **1-416-314-0472** or toll free at **1-866-314-0472**.



## Municipal Profile

### Municipal Information

<b>Region/County</b>	Kenora
<b>Municipality:</b>	Kenora, City of
<b>Sector Number:</b>	14
<b>Sector Name</b>	Amethyst Sector

### Field Officer

<b>First Name</b>	Sharon
<b>Last Name</b>	Bak
<b>Phone</b>	(807) 473-3184
<b>Mobile</b>	(807) 630-1738
<b>Fax</b>	
<b>Email Address</b>	sharon.bak@ontario.ca

### Emergency Contact

<b>Name</b>	Todd Skene
<b>Email Address</b>	tskene@kenora.ca
<b>Phone</b>	(807) 464-3441

## Contact Information

### Primary CEMC

#### Personnel Details

**First Name** Todd  
**Last Name** Skene  
**Job Position** Fire Chief

#### Emergency Contact

**Emergency Phone** (807) 464-3441  
**Emergency Email** tskene@kenora.ca

#### Contact Numbers

**Office** (807) 467-2107  
**Fax** (807) 467-2155  
**Mobile** (807) 464-3441  
**Home** (807) 547-3350

#### Email Address

**Email Address 1** tskene@kenora.ca

#### Address

**Address 1** 100 14th Street North  
**City** Kenora, City of  
**Postal Code** P9N4M9

### Alternate CEMC

#### Personnel Details

**First Name** Larry  
**Last Name** Cottam  
**Job Position** Captain

#### Emergency Contact

**Emergency Phone** (807) 466-2473  
**Emergency Email** lcottam@kenora.ca

#### Contact Numbers

**Office** (807) 467-2090  
**Fax** (807) 467-2155



<b>Mobile</b>	(807) 466-2473
<b>Home</b>	(807) 548-1785
<b>Email Address</b>	
<b>Email Address 1</b>	lcottam@kenora.ca
<b>Address</b>	
<b>Address 1</b>	100 14th Street North
<b>City</b>	Kenora, City of
<b>Postal Code</b>	P9N4M9

### Alternate CEMC

<b>Personnel Details</b>	
<b>First Name</b>	Bruce
<b>Last Name</b>	Graham
<b>Job Position</b>	CEMC
<b>Emergency Contact</b>	
<b>Emergency Phone</b>	(807) 407-2145
<b>Emergency Email</b>	bgraham@kenora.ca
<b>Contact Numbers</b>	
<b>Office</b>	(807) 467-2145
<b>Fax</b>	(807) 467-2155
<b>Mobile</b>	(807) 407-2145
<b>Home</b>	(807) 543-3242
<b>Email Address</b>	
<b>Email Address 1</b>	bgraham@kenora.ca
<b>Address</b>	
<b>Address 1</b>	100 14th Street North
<b>City</b>	Kenora, City of
<b>Postal Code</b>	P9N4M9

### Emergency Information Officer

<b>Personnel Details</b>	
<b>First Name</b>	Matt

<b>Last Name</b>	Boscariol
<b>Job Position</b>	Community and Development Services Manager
<b>Emergency Contact</b>	
<b>Emergency Phone</b>	(807) 407-2152
<b>Emergency Email</b>	mboscariol@kenroa.ca
<b>Contact Numbers</b>	
<b>Office</b>	(807) 467-2152
<b>Mobile</b>	(807) 407-2152
<b>Email Address</b>	
<b>Email Address 1</b>	mboscariol@kenroa.ca
<b>Address</b>	
<b>Address 1</b>	60 14th Street North
<b>City</b>	Kenora
<b>Postal Code</b>	P9N4M9

## Training Record

### Current Training Record

The training records has automatically been retrieved from the Emergency Management Training Portal based on the email address in the "Checked Email Address" field. The information is accurate as of 09/26/2017. The training records will automatically be checked (verified) after you have submitted your compliance.

#### Todd Skene - Primary CEMC

**Checked Email Address** tskene@kenora.ca

#### Training Details

IMS 100	IMS 200	EM 200	EM 300
2016-08-11	2016-11-09	2015-08-25	2015-08-27

*\*Mandatory - The designated (Primary) CEMC is required to complete the identified training courses, within one year of designation as CEMC.*

#### Larry Cottam - Alternate CEMC

**Checked Email Address** lcottam@kenora.ca

#### Training Details

IMS 100	IMS 200	EM 200	EM 300
2010-11-24	2010-11-24	2016-11-08	2013-06-04

*\*Non-mandatory - The Alternate CEMC is not required to complete training. This information is optional.*

#### Bruce Graham - Alternate CEMC

**Checked Email Address** bgraham@kenora.ca

#### Training Details

IMS 100	IMS 200	EM 200	EM 300
2010-11-24	2010-11-24	2009-04-15	2005-10-18

*\*Non-mandatory - The Alternate CEMC is not required to complete training. This information is optional.*



## Training Record

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### Training Record Not found

**This is a newly added or updated contact. The training record will be verified after your compliance has been submitted.**

#### **Matt Boscarior - EIO**

**Checked Email Address**

Not Checked

**EM Training Portal Email Address** mboscarior@kenroa.ca Not Entered - Optional

*\*Non-mandatory - The EIO is not required to complete training. This information is optional*

## **Emergency Management Program Committee**

**Are all members of the emergency management program committee appointed by council?**

Yes

**Is the chair of the program committee appointed by council?**

Yes

**Is the CEMC a member of the program committee?**

Yes

**Is a Senior Municipal Official a member of the program committee?**

Yes

**Will you be including the By-Law / Resolution document?**

Yes

## Hazard Identification Risk Assessment (HIRA)

**Has your municipality completed a HIRA?**

Yes

**Has your HIRA been submitted to, or reviewed by your Field Officer for this year (2017)?**

Yes

***Does your HIRA answer the following questions?***

**Does your HIRA identify hazards that exist in municipality that could result in an emergency?**

Yes

**How frequently they occur?**

Yes

**How severe their impact could be on the population at risk, infrastructure, property, and the environment?**

Yes

**Which hazards pose the greatest threat to the municipality?**

Yes

**Will you be including the HIRA in your submission?**

Yes

## Hazard Ranking

**\*Note: The Hazard Ranking is not required under the EMCPA and is optional for municipalities to complete.**

**Hazard Rank 1**

Forest/Wildland Fire

**Hazard Rank 2**

Flood - Urban Flood

**Hazard Rank 3**

Explosion/Fire

**Hazard Rank 4**

Windstorm

**Hazard Rank 5**

Energy Emergency (Supply)

**Hazard Rank 6**

Hazardous Materials Incident/Spills - Transportation Incident

**Hazard Rank 7**

Transportation Emergency - Road Emergency

**Hazard Rank 8**

Critical Infrastructure Failure

**Hazard Rank 9**

Lightning

**Hazard Rank 10**

Snowstorm/Blizzard



## **Critical Infrastructure**

**Has the municipality identified facilities and other infrastructure that is at risk of being impacted by emergencies?**

Yes

**Has your CI list been submitted to, or reviewed by your Field Officer this year (2017)?**

Yes

**Will you be including your Critical Infrastructure document in your submission?**

Yes

## Municipal Emergency Plan

**Does the municipality have an emergency plan?**

Yes

**What is the date of the current emergency plan?**

November 2017

**Has the current version of the plan been adopted by by-law?**

Yes

**What is the By-Law / Resolution Number?**

Bylaw 135-2017

### *Does the plan do the following?*

**Conformity with the plan of an upper-tier municipality (if applicable)?**

Yes

**Authorizes municipal employees to take action under the emergency plan where an emergency exists, but has not yet been declared to exist?**

Yes

**Specifies procedures to be taken for the safety or evacuation of persons in an emergency area?**

Yes

**Designates one or more members of council to exercise the powers of the head of council in their absence?**

Yes

**Establishes committees and designates municipal employees to be responsible for reviewing the plan, training employees in their functions and implementing the plan during an emergency?**

Yes

**Provides for obtaining and distributing materials, equipment and supplies during an emergency**

Yes

**Provides for other matters considered necessary or advisable for the implementations of the emergency plan?**

Yes

**Assigns responsibilities to municipal employees, by position, respecting the implementation of the emergency response plan?**

Yes

**Sets out procedures to notify the members of the municipal emergency control group about an emergency?**

Yes

**Has a copy of the most current version of the municipal emergency plan been submitted to OFMEM?**

Yes

**Will you be including the latest copy of your Emergency Plan?**

No

**Will you be including the Emergency Plan By-law?**

Yes



## Municipal Emergency Control Group

**Has the municipality established a Municipal Emergency Control Group?**

Yes

**Have all members been appointed by council?**

Yes

**Have all members been trained this year for at least 4 hours (completed at least 4 hours of training related to their responsibilities as a member of the MECG)?**

Yes

**Please describe the type of training or add an attachment with a description.**

ECG Members attended the Northwest Emergency Response Forum in Dryden, Ontario in 2017. Members attended several of the conference programs. May - 2 hour training session on Being a Host Community delivered by Sharon Bak, Field Advisor, OFMEM August- attended 8 hour TransCanada Emergency Preparedness Training in preparation for the large scale emergency exercise on Sept. 12, 2017. OPP Operations Supervisor attended a 40 hour Incident Command for Critical Incidents in Orillia, Ont.

**Did all MECG members participate in an exercise in (current year)?**

Yes

**What was the type of exercise?**

Full Scale

**What was the hazard exercised?**

Oil/Natural Gas Emergency

**What was the aim of exercise?**

Kenora performed two emergency exercises in 2017. September - TransCanada Emergency Preparedness Exercise - Full scale exercise involving all TCPL Emergency personnel from across Canada. Both Alternate CEMCs, Operations Officer and OPP member attended. This was a full day and half exercise that tested TCPL emergency teams, fire capabilities, municipal communications, EOC operations and OPP evacuation capabilities December 15 - Table top exercise Operation Snowball. Severe freezing rain and snow fall exercise. Designed to test all sections of our emergency plan and MEPC. Exercise included power outages and road closures during a winter storm event. Exercise tested transportation, social service requirements, evacuation and warming centres in area. Pointed out the need to identify facilities with back up generators, communication limitations when power is out, need to identify amateur radio contacts and key centres to have power reestablished to.

**Supporting Document - Proof of council appointment and/or type of training?**

No

## **Emergency Operations Centre**

**Does the municipality have an EOC?**

Yes

**Does the Municipality have an Alternate EOC?**

Yes

**Does the EOC have appropriate technological and telecommunications systems to ensure effective communications in an emergency?**

Yes

## Emergency Operations Centre

**\*Note: The Secondary and Tertiary EOC is is not required under the EMCPA and is optional for municipalities to complete.**

### Primary Emergency Operations Centre

<b>Name</b>	Todd Skene
<b>Phone</b>	(807) 467-2107
<b>Email Address</b>	tskene@kenora.ca
<b>Address</b>	100 14th Street North
<b>City</b>	Kenora

### Secondary Emergency Operations Centre

<b>Name</b>	Todd Skene
<b>Phone</b>	(807) 467-2107
<b>Email Address</b>	tskene@kenora.ca
<b>Address</b>	100 14th Street North
<b>City</b>	Kenora

### Tertiary Emergency Operations Centre

<b>Name</b>	Not Entered - Optional
<b>Phone</b>	Not Entered - Optional
<b>Email Address</b>	Not Entered - Optional
<b>Address</b>	Not Entered - Optional
<b>City</b>	Not Entered - Optional



## Public Education

*Did the emergency management public education conducted this year contain:*

**General preparedness information (e.g. 72 hour kit)**

Yes

**Information on risks to public safety (e.g. what to do before, during and after a flood or another risk in the HIRA)?**

Yes

**Provide a brief description of Public Education completed by the municipality this year, or attach examples of materials during submission**

Utilized the OFMEM 72 hour kit promotional materials, interviews on emergency preparedness on local radio stations, postins on Kenora Fire and City Facebook pages, posting on City communications televisions which are viewed by staff and public.

**Will you be including any Pub Ed Materials in your submission?**

No



## EM Program Annual Review

*Were the following items confirmed by the Emergency Management Program Committee during the annual review of the EM Program?*

**The municipal emergency plan;**

Yes

**The training conducted by the municipality;**

Yes

**The exercises conducted by the municipality;**

Yes

**The public education program;**

Yes

**The municipal HIRA; and**

Yes

**The municipal CI list**

Yes

**Will you be including documents in support of the annual review? (i.e. meeting minutes)**

No

## **Program By-Law**

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**Has council passed a by-law adopting the emergency management program?**

Yes

**Is it the same as the plan by-law?**

Yes

**Will you be including the Program By-law in your submission?**

Yes

## Statement of Completion

**Has the Head of Council reviewed this checklist and confirmed its accuracy?**

Not Answered

*YES*

## Verification

### Declaration

We, the undersigned, declare that **Kenora, City of** has completed all of the necessary requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

### Community Emergency Management Coordinator

Name

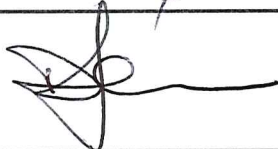
*TODD SKENE*

Date

*DEC 21 / 2017*

Signature

X



### Head of Council

Name

*DAVID CAMPBELL*

Date

*DEC 21 / 2017*

Signature

X



## Appendix A - Submission Details

### Submission Information

<b>Location Code</b>	6010
<b>Date Created</b>	2017-12-21 11:17:32
<b>Last Saved Date</b>	2017-12-21 11:17:32
<b>Author</b>	city.kenora
<b>Submitted Date</b>	Not Submitted
<b>Submission ID</b>	Not Submitted
<b>Language</b>	en-US

### Supporting Material

Section/Document Name	Attachment Name	Submitted
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No Files have been submitted



**December 29, 2017**

## **Housekeeping Council Briefing**

**Agenda Item Title:** 2017 Fire and Emergency Services Fourth 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:** October 1st, 2017 to December 31, 2017.

### **Emergency Responses**

During this quarter, Kenora Fire and Emergency Services responded to a total of 105 emergency calls and a total for 2017 of 454 emergency calls.

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

1. Fire: 9 fires including two kitchen, a pellet stove fire, two vehicle fires and a garage fire
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 36 alarm calls including several carbon monoxide calls, fire alarm activations and 1 intentionally activated fire alarm.
3. Emergency Medical Response: 19
4. Elevator Rescue: 1
5. Burning Complaints: 8
6. Natural Gas: 4 – two that were plowed off during the Dec ember snow storm.
7. Motor Vehicle Collisions: 20 incidents on local roads and area highways. This quarter has been another extremely busy quarter including one fatal collision. People continue to drive while fatigued.
8. Water/Ice Rescue: 4 including two persons threatening to jump from area bridges.
9. Other: 8 calls including four downed power lines.

### **First Nations Emergency Response Agreements**

The CKFES responded to no emergency calls during this quarter to local First Nation partners.

### **Fire Inspections**

The CKFES continues to be proactive in administering the Ontario Fire Code through our Fire Inspection Program, completing 8 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 homes that meet these requirements and the CKFES works closely with them to ensure they meet their annual legislated requirements.

During this quarter Hennessy Terrace and the Lake of the Woods District Hospital were inspected and performed their fire drill scenarios. Both facilities successfully completed their fire drills.

## **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 KACL and Kenora OPP Facility
2. Hall Tours: 5 family tours.
3. Northwestern Health Unit – Opioid Education
4. Lake of the Woods Hospital - Fire Extinguisher Training
5. Special Education Group Tour
6. Parkview Apartments Fire Safety Presentation
7. Bluewave Energy Fire Extinguisher Training
8. Media: Fall Fire Safety, Winter Safety Tips, Fire Prevention Week Oct 9-14, 2017
9. 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.
10. 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. Annual Year End General Meeting
2. Air Consumption Course
3. Kenora Jail Pre-Planning and Tour
4. Solar Electricity Training
5. ESS Computer Training.
6. Inspector 1 – Training in Kenora 5 career firefighters attended.
7. Annual Health and Safety Training
8. Building Construction and Fire Behavior
9. Leadership Training



## **Fire Inspector Certification Courses**

The City of Kenora currently does not have any certified Fire Inspectors that are trained to perform Fire Code inspection. As part of delivering a better more comprehensive fire inspection and enforcement program, several career firefighters are working to obtain their National Fire Protection Association (NFPA) certification. The Fire Inspector Certification program consist of 6 separate courses that are offered through the Ontario Fire College.

Recent and future courses are:

1. Ontario Fire College Fire Code Parts 2 and 4 Course. – April, Kenora
2. Court Room Procedures Course - June, Kenora
3. Provincial Offences Act Part 1 and Entry Warrant Training - Thunder Bay
4. Inspector 1 Course – 3 firefighter and Chief attended Fort Francis
5. Inspector 1 Course – 5 firefighter completed in November.
6. Hazardous Materials – March 2018 (On line)
7. Legislation 101 – March 2018 (On line)
8. 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 OPP Stuff a Cruiser and entered a float into the Christmas Parade.
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 meeting in Thunder Bay.
6. As Zone 10A representative, Chief participated in monthly Provincial Advisory Committee (PAC) conference calls through the Ontario Fire Association of Fire Chiefs.
7. Annual truck safety inspections.
8. Weyerhaeuser Firefighter Training – Kenora Fire was contracted to train 14 firefighters from the I-Level mill. This training is to be scheduled annually.
9. Special Burn Permit issued to Kenora Forest Products to reduce wood waste and fire hazard in yard from years of accumulation.
10. Permission from Council to purchase a refurbished Sutphen Aerial Platform. Chief and Captain travelled to Columbus, Ohio to view truck and a purchase order was issued in early December for the purchase in 2018.
11. The City of Kenora Emergency Management Team completed all of their required training for 2018. They also completed an emergency exercises with TransCanada Pipelines Emergency Response Team and completed a table top exercise in December. Kenora submitted their annual Municipal Compliance Report and is compliant for 2017.

## **Firefighter Recruitment and Retirement**

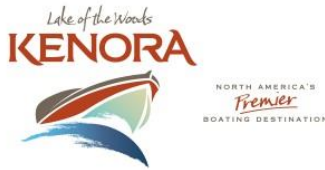
Recruitment drive for 2018 Volunteer Firefighters starting in January.

### **Resolution for Council:**

That Council hereby accepts the 2017 Third Quarter Summary Report from the Kenora Fire and Emergency Services Department for the period of July 1 to September 30, 2017.

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

**Bylaw Required:** No



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

## **Eating Disorder Awareness Week (EDAW) February 1-7, 2018**

Whereas Eating Disorder Awareness Week will be from February 1-7, 2018; and

Whereas The National Eating Disorder Information Centre (NEDIC) is Canada's only national organization dedicated to helping those with eating disorder, food and weight preoccupation and related issues and NEDIC provides information, education, resources and referrals to individuals with eating disorders, their families, friends and health care professionals; and

Whereas eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability; and

Whereas stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help; and

Whereas open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation; and

Whereas Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention and it is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones; and

Whereas Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness;

Now Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby proclaim February 1-7, 2018 as **Eating Disorder Awareness Week (EDAW)** in and for the City of Kenora.

Proclaimed at the City of Kenora this 17th day of January, 2018

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**Mayor David S. Canfield**