



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, June 19, 2018
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Goss

3. Public Information Notices

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

- Amend the Parking Lot Bylaw to reflect changes to Recreation Parking Lots
 - Declare municipal owned lands as surplus and sell municipal lands
- Amend the 2018 Budget to withdraw funds from the Contingency Reserves in the amount of \$23,127.46 to offset the costs associated with emergency repairs to the leisure pool
- Amend the 2018 Budget to provide an allocation of \$470,000 to be funded through the City's Contingency Reserves for the purposes of the development of a road and water and sewer service extensions to a housing development
- Amend the 2018 budget to withdraw funds from the Citizens Prosperity Trust Fund to be debt financed in the amount of \$250,000 for 1/3 of the funding for the detailed design drawings and tender preparation for the Kenora Recreation Centre
- Amend the 2018 budget to withdraw funds from the contingency reserves in the amount of \$47,038.50 to offset the cost of the community energy plan
- Amend the Tariff of Fees and Charges bylaw, Schedule C, to reflect changes to Fire & Emergency Services rates
- Amend the 2018 Budget capital budget to increase the total costs for the Splash Pad project to \$537,627, representing an increase in the total budgeted costs of \$87,627, this increase to be funded by the Kenora Rotary Club through additional fundraising and donations
 - Council will establish their August and September meeting dates
- Amend the Municipal Accommodation Tax (MAT) effective October 1, 2018

4. Declaration of Pecuniary Interest and the General Nature Thereof

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

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

5. Confirmation of Previous Council Minutes

- Regular Council – May 22, 2018

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

None

9. Reports from Committee of the Whole

9.1 Finance & Administration

- April 2018 Financial Statements
- Railway Rights of Way Property Taxes
- Ontario Reg 284-09 2018 Budget Matters
- Community Foundation Club Support
- TBay Tel Agreement
- FCM Advocacy Fund Request
- KDMA Request for Funds
- Municipal Insurance Renewal
- Governance Audit Implementation Report
- FCM MCIP Climate Staff Grant Application
- Budget Amendment – Community Energy Plan
- 2017 Asset Management Plan

9.2 Fire & Emergency Services

- Tariff of fees & Charges – Emergency Services Fees

9.3 Operations & Infrastructure

- Traffic Amendment – Lakeview Drive 50 kms
- Darlington OCIF Top UP Funding Designation
- Temporary Accessible Parking - Elections

9.4 Community & Development Services

- Adopt a new Parking Lot Bylaw to include changes to Recreation Parking Lots
- Accommodation Tax Bylaw Amendment
- Kenora Pickleball Club MOU
- Budget Amendment – Kenora Recreation Centre Leisure Pool
- Budget Amendment – Kenora Recreation Centre Twinning
- Budget Amendment – Splash Pad
- New Horizons for Seniors Grant Application
- Budget Amendment – Housing Development Partnership
- Declare Lands Surplus and Sell Municipal Lands
- Site Plan Control Policy Review
- Letter of Concurrence Request – Redditt Road

10. Housekeeping Resolutions

- Planning Advisory Committee Appointment Secretary-Treasurer
- August & September Council Meeting Calendar

- Agreement with Stantec Consulting Ltd – Professional Engineering Services
- Agreement with WSP Canada Inc – Professional Engineering Services
- New Regulatory Changes to the Fire Protection and Prevention Act
- NOHFC Agreement – Harbourfront Development Business Plan
- NWBC Summer Company Funding Agreement
- Recreation 1st Quarter Report
- Amendment to Agreement for Harbourfront Services
- Water & Wastewater Systems Monthly Summary – April 2018
- Site Plan Amending Agreement – Tall Pines

11. Tenders

- Dufresne Island Parking Area Tender
- Municipal Road Works Tender
- Splash Pad Tender Award

12. By-laws

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

- Confirmatory
- TBay Tel Agreement
- Budget Amendment – Community Energy Plan
- Tariff of fees & Charges – Emergency Services Fees
- Traffic Amendment – Lakeview Drive 50 kms
- Temporary Accessible Parking - Elections
- Adopt a new Parking Lot Bylaw to include changes to Recreation Parking Lots
- Accommodation Tax Bylaw Amendment
- Kenora Pickleball Club MOU
- Budget Amendment – Kenora Recreation Centre Leisure Pool
- Budget Amendment – Kenora Recreation Centre Twinning
- Budget Amendment – Splash Pad
- Budget Amendment – Housing Development Partnership
- Declare Lands Surplus and Sell Municipal Lands
- Site Plan Control Policy Review
- Planning Advisory Secretary-Treasurer
- Agreement with Stantec Consulting Ltd – Professional Engineering Services
- Agreement with WSP Canada Inc – Professional Engineering Services
- NOHFC Agreement – Harbourfront Development Business Plan
- NWBC Summer Company Funding Agreement
- Amendment to Agreement for Harbourfront Services
- Site Plan Amendment Agreement – Tall Pines

13. Notices of Motion

14. Proclamations

- None

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 (3 matters)**
- ii) **Labour Relations (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**.



Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



May 28th, 2018

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

Agenda Item Title: Secretary–Treasurer for the Planning Advisory Committee

Background Information:

The Terms of Reference (TOR) for the Planning Advisory Committee (PAC) was approved By-law 34-2014. Section 6 of the (TOR) states that the Secretary-Treasurer of the Committee shall be an employee of the City of Kenora. Appointment of the Secretary-Treasurer shall be made by By-law.

In accordance with Section 8(1) of the Planning Act, the City of Kenora has appointed a Planning Advisory Committee.

On May 15th, 2018, the PAC nominated Kylie Hissa, Planning Analyst Secretary-Treasurer for the term of 18 months, in accordance with Melissa Shaw's maternity leave.

Resolution for Council:

That the Council for the City of Kenora, appoints Kylie Hissa to be the Secretary-Treasurer for the City of Kenora, for 18 months.

Budget: Internal administration, no impact

Risk Analysis: No risk is anticipated

Communication Plan/Notice By-law Requirements: None

Strategic Plan or Other Guiding Document:

Planning Advisory Terms of Reference – Section 6

Section 8(1) of the Planning Act, the City of Kenora has appointed a Planning Advisory Committee.

Briefing By: Devon McCloskey

Bylaw Required: Yes



The Corporation of the City of Kenora

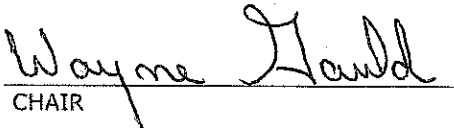
PLANNING ADVISORY COMMITTEE MEETING RESOLUTION

MOVED BY: Bev Richards

SECONDED BY: Graham Chaze

DATE: May 15, 2018

RESOLVED THAT the **PLANNING ADVISORY COMMITTEE** nominates Kylie Hissa to act as Secretary Treasurer for a term of eighteen months, effective May 15th, 2018 and that the Council of the Corporation of the City of Kenora appoints Kylie Hissa for the same purpose.

DIVISION OF RECORDED VOTE				CARRIED _____	DEFEATED _____
Declaration of Interest (*)	NAME OF PLANNING MEMBER	YEAS	NAYS	 CHAIR	
	Chaze, Graham				
	Bev, Richards				
	Cianci, Vince				
	Gauld, Wayne				
	Kitowski, Robert				
	Pearson, Ray				
	Price, Chris				



May 28 , 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: August & September Council meetings

Recommendation:

That Council hereby establishes the August 2018 and September 2018 Council meeting series as follows:

August Committee of the Whole – August 7 @ 9:00 a.m.

August Council – August 14 @ 12:00 noon

September Committee of the Whole – September 11 @ 9:00 a.m.

September Council – September 18 @ 12:00 noon

Background:

At the time the 2018 meeting calendar was established in late 2017, the final two regular meetings of Council were not included and were intended to be considered closer to the dates. This report is to establish the two final meeting dates for the 2014-2018 term of Council.

Budget: N/A

Risk Analysis: The risk is low to this report and is administrative in nature

Communication Plan/Notice By-law Requirements: Public notice would be provided along with the portal calendar updated to reflect the deletion of the meeting series.

Strategic Plan or other Guiding Document: administrative only



June 8, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Professional Engineering Services for 2019 Bridge Repairs

Background Information:

City administration has accepted a proposal in regards to engineering services for Bridge Repairs in 2019 for the Cameron Bay, Keewatin Channel, Matheson and Winnipeg River East Branch Bridges, and has secured Stantec Consulting Ltd. via a purchase order for these services as per the requirements of the procurement policy. It is now in order for the City to enter into an agreement with Stantec Consulting Ltd. to perform these services.

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

Resolution for Council:

That further to City administration accepting the proposal of Stantec Consulting Ltd. related to engineering services for the 2019 Bridge Repairs, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Stantec Consulting Ltd.; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



June 5, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Engineering Services for Coker Bailey Bridge Replacement

Background Information:

City administration has accepted a proposal for engineering services for the Coker Bailey Bridge Replacement in 2019, and has secured WSP Canada Inc. via a purchase order for these services as per the requirements of the procurement policy. It is now in order for the City to enter into an agreement with WSP Canada Inc. to perform the engineering services.

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

Resolution for Council:

That further to the City administration accepting the proposal of WSP Canada Inc. related to Coker Bailey Bridge Replacement, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and WSP Canada Inc.; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



May 25, 2018

Housekeeping Council Briefing

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

Background Information:

In March of 2018, Mayor and Council were briefed on the proposed regulatory changes to the Fire Prevention and Protection Act (FPPA), specifically the introduction of three new regulations which came into law on May 21, 2018. These regulations included:

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

Public feedback and comments on the regulations occurred in March of 2018. The Kenora response was provided to Council on March 9, 2018 via email and during March Council meetings – Z House Proposed FPPA Regulation Changes Comments - Attached

As provided during the March Council meeting, the main concern from fire departments across Ontario was for the regulation pertaining to mandatory training and certification for all firefighters. As this regulation will significantly increase training hours for firefighters, increase municipal costs in delivering training to certification levels and will reduce the number of volunteer firefighters that are able to commit the amount of time and efforts to become a certified firefighter.

As a result of these regulations, Grandfathering has been re-opened to all fire departments in Ontario using the same requirements as the previous program in 2013/14.

The grandfathering program allows existing firefighters to achieve alternative compliance with specific NFPA standards based on knowledge or experience gained to December 31, 2015. Kenora firefighters were grandfathered in 2015 to the specific standards and with re-opening all firefighters will be reassessed.

The Table 1 indicates the National Fire Protection Association (NFPA) Standards for new and existing firefighters, the dates they come into effect and the standards where grandfathering is available to existing firefighters.

This is an increase of approximately \$2,166.00 per new recruit for NFPA Level 1 and 2 firefighter and does not include the 60 hour pumper operations course.

The fiscal issues associated with the regulation are only one of the problems. The main problem that will arise is being able to recruit firefighters who can commit 14 hours per month of their personal time to become a volunteer firefighter and then retain these individuals for years to come.

The Ontario government and the Ontario Fire Marshal's Office have offered funding and support, and the Ontario Fire College is constructing new On Line courses and testing to support fire departments that do not have access to the fire college. Additionally, there are third-party on line NFPA training programs that are available, at a cost, that provide a trackable, work at your own pace training on all NFPA modules.

Municipalities such as Fort Francis, Dryden, Emo, Chapple and LaVallee have already purchased these programs and are moving ahead in training and certifying their firefighters. Kenora Fire will be utilizing one of these programs, for a trial period, in the near future.

The Community Risk Assessment and Public Report regulations have been changed and Kenora Fire and Emergency Services has no issues with the reporting requirements.

There are still many unanswered questions on how this new regulation will affect fire departments and what resources the government will supply. It is my intention to keep Mayor and Council informed on these changes and the impact it will have on the City of Kenora.

Resolution for Council:

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

Briefing By: Todd Skene, Fire & Emergency Services Manager

Bylaw Required: No

June 8, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Harbourfront Development Plan - Northern Ontario Heritage Fund Corporation-
Contribution Agreement

Background Information:

In 2016, the City of Kenora proposed to undertake a capital project that would see the realignment of Second Street South, Water Street and Bernier Drive. The project was intended to enable the City of Kenora to address current traffic congestion in this section of the downtown core.

The City of Kenora engaged KGS to deliver engineering, detailed design, project management and tendering work. During this process, the developed costs were much greater than originally estimated and the City of Kenora was presented with a scaled down project scope. Ultimately, Council decided not to proceed with capital construction.

As a component of the discussion and during review of the proposed designs, Council expressed interest in developing a plan for the entire Harbourfront area that would examine an area beyond the scope of the intersection. This planning project would align with capital work previously completed as a part of the Downtown Revitalization Phase II completed in 2009-2011. Alongside these considerations, the purchase of the property adjacent to the Kenora Shoppers Mall could allow for the City of Kenora to examine the opportunity to remove some parking in the south Harbourfront lot as an element of potential redevelopment.

Further, there are opportunities related to the expansion of the existing Matiowski Farmers Market and potential commercialization for the private sector.

The scope of work will include:

- Development of conceptual Harbourfront designs through internal and external stakeholder engagement to establish opportunities for business development;
- Examination of current parking inventory and analysis to determine capacity to remove Harbourfront parking;
- Review of the public realm to develop recommendations for streetscape improvements;
 - Identification of strategic investments in improvements to the public realm and pedestrian connections;
- Provision of designs and visuals to illustrate identified improvements;
- Indication of opportunities for expansion of the Matiowski Farmers' Market;
- Demonstration of linkages to the 2015-2020 City of Kenora Strategic Plan, 2015 Official Plan and previous work completed through the Downtown Revitalization Phase II from 2009-2011;
- Consideration of implications to Official Plan and Zoning By-law in terms of commercial development opportunities;
- Consideration to maintain and/or enhance boater access to Lake of the Woods and protect the integrity of the lake as a natural resource;

- Identification of implementation costs for future capital phases.

The Northern Ontario Heritage Fund Corporation has approved an application to support 33 percent of total project costs, to a maximum of \$33,333. The agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Northern Ontario Heritage Fund Corporation for the delivery of a Harbourfront Development Plan; and further

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

Budget:

Total project costs are \$100,000. The City of Kenora \$33,334 contribution will be approved through the capital budget process. Project assistance is estimated at 66.66 percent of total cost. This agreement represents support of 33.33 percent of total project costs.

Risk Analysis: There is low financial risk which can be mitigated through routine procedures.

Communication Plan/Notice By-law Requirements: By-law required for agreement execution.

Strategic Plan or Other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



June 11, 2018

City Council Committee Report

To: Mayor and Council

Fr: Allyson Pele, NWBC Manager

Re: NWBC Summer Company Agreement

Recommendation:

That Council gives three readings to a bylaw to execute the agreement between the City of Kenora and the Ministry of Economic Development and Growth for the purposes of the Northwest Business Centre's Summer Company Program specific to operating funding up to September 30, 2018.

Background:

The Northwest Business Centre is funded through various Ministry's: Economic Development and Growth, Northern Development and Mines, and the City of Kenora holds the contracts with each of these respective Ministry's. These are the standard three contracts that aid in operating the Northwest Business Centre.

The NWBC is responsible for the day to day operations and is responsible for the functioning of the program. They adapt the framework to respond to the local needs and opportunities for youth in Kenora and surrounding area. They promote and market the program and recruit applicants through various methods including the high schools.

Budget:

Total Ministry contributions include \$23,000 for the 2017-2018 funding year.

Risk Analysis:

There is Low Risk associated with the approval of this agreement as per the City of Kenora's Risk Management Matrix as the Manager of the NWBC interacts with the Senior Management Team for signing authority and annual review and monitoring.

Communication Plan/Notice By-law Requirements: By-Law required.

Strategic Plan or other Guiding Document:

Strengthen our Economy

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

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



May 23, 2018

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

Agenda Item Title: Recreation Services Department Quarterly Report – 2018 First Quarter

Background Information:

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

This report provides statistics developed and tracked for the facilities.

Resolution for Council:

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

Budget: N/A

Risk Analysis: While the report itself does not have any risk to the City, the content contained within the report provides valuable statistical reporting on our Recreation Services Department which could identify potential risks within the municipality and this area. At this time, the risk is low associated within the department.

Communication Plan/Notice By-law Requirements:

Strategic Plan or other Guiding Document:

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

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

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

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

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

Briefing By: Casey Pyykka, Community Program Liaison

Bylaw Required: no



KENORA
RECREATION
CENTRE
welcome to wellness

Recreation Services Department Quarterly Report

January – March 2018

Welcome to Wellness

CITY OF KENORA

Edge of the Woods

KENORA





KENORA RECREATION CENTRE

welcome to wellness

Recreation Services Department

Welcome to Wellness

This report has been generated based on the activities and data collected during the period of **January – March 2018**.

Participant Visits by Activity

ACTIVITY	January – March 2017	January – March 2018
Lane Swim	2165	1746
Tot Swim	1313	1096
WaterFit	955	1223
GentleFit	349	532
Schools	4840	3649
Public Swims	7959	7076
Family Swims	1158	1234
Rentals	663	1080
Swim Lessons	1468	1362
Adult Lessons	33	22
Life Saving Society Programs	101	769
Special Olympics	105	105
Kenora Swimming Sharks	1343	1069
Other (Special Programming)	234	726
Hot Tub	6232	5220
Pool Totals	28,918	26,9090
Walking Track	3426	4268
Open Ice	1398	1250
Fitness Centre	16,931	16,597
Group Fitness	2250	2342
Facility Total	52,923	51,366

Facility Rental Hours

Facility Booking in Hours	January – March 2017	January – March 2018
Thistle Rink	1134.5 Hours	1141 Hours
Keewatin Memorial Arena	802 Hours	890.75 Hours
Recreation Facility Rooms	360.5 Hours	304.92 Hours

*please note due to new cancellation policy in the Ice Allocation Policy some hours were accounted for during calculations for 2018 First Quarter which resulted in an increase of facility hours.

Membership and Package Sales

Membership Type	January – March 2017	January – March 2018
Annual	49	65
Post-Secondary	46	23
90 Day	194	216
10 Visit Passes	168	137
25 Visit Passes	356	367
Instructional Program 10 and 25 Visit Passes	37	46
Personal Training	12	15

Parking Revenue

Parking Duration	January – March 2017	January – March 2018
Seasonal (\$390)	0	0
Month (\$130)	0	0
Week (\$35)	0	0
Overnight (\$7)	0	0

Ball Diamond Rentals

Ball Diamond Bookings in Hours	January – March 2017	January – March 2018
Kenora Recreation Centre	0	0
Millennium Park (A&W)	0	0
Kenora Central Park	0	0
Portage Bay (Keewatin)	0	0
Co-Op Ball Diamonds (Jaffray Melick)	0	0
Total	0	0

Special Events

Lake of the Woods Girls Hockey Tournament	LOWMH Atom Hockey Tournament
Bantam AA Hockey Tournament	Winter Carnival – Sunday events at the KRC
Men’s Hockey Tournament	Figure Skating Test Day
LOWMH Novice Hockey Tournament	Ham N’ Egger
LOWMH PeeWee Hockey Tournament	North American First Nations Tournament
LOWMH Bantam Hockey Tournament	Figure Skating Test Day

Partnered Events

OPP Project Sunset – 24 kids attended Swimming & Water Safety Sessions	Health Care Recruiter – Doctor Locum Packages
Urban Aboriginal Healthy Living – Sponsored BOGA classes (5weeks)	The Little Rocks Annual Family & Friends Bonspiel
Confederation College Adventure Tourism – Kayak Safety	The Goerzen & Herbacz Social
Hall & Eisler Social	Kenora Emergency Medical Services Ice Fishing Derby

Programs / Activities

January Fitness Classes	25 Group Fitness Programs
Rock Your Resolution – Personal Training Promotion	8(1/2)hr Personal training packages \$208.37 get 1 session FREE 12(1/2)hr personal training packages \$277.83 get 2 sessions FREE 24 (1/2)hr personal training packages \$416.74 get 3 sessions FREE
Swim Registration: January 9th	Red Cross Teen & Adult Lessons: 3 participants Red Cross Swim Lessons(Tues/Thurs): 37 participants Red Cross Swim Lessons (Sunday): 17 participants Lifesaving Society Junior Lifeguard Club – 4 participants
P.A. Day Activities – January 27 th	\$3 Family Swim, Public Skate and Public Swim
P.A. Day Awesome Adventures Day Camp	15 participants Partnered with Head Start in Business
February Fitness Classes	26 Group Fitness Programs
Valentine's Day – 2 -4 – 1 Special	412 people utilized the facility on this day
Family Day – February 19 th	50+ Fitness, TaiChi, Body Sculpt, \$3 Parent & tot skate, Lane Swim, WaterFit, GentleFit, Tot Pool, \$3 Family Swim Family Swim to Survive Royal LePage Sponsored Public Free Skate and Swim
Swim Registration – February 21 st	Swim & Play: 3 – 12 months – 5 participants 12 – 24 months – 5 participants Red Cross Swim Lessons: 52 participants Bronze Medallion & Emergency First Aid: 4 enrolled
March Fitness Classes	26 group fitness classes
March Break	\$3 Public Skates, Family Swims & Public Swims
March Break Day Camp	Adventure Day Camps (March 12 – 16) ~ Full Week – 9 participants Monday March 12 th – 11 participants Tuesday March 13 th – 11 participants Wednesday, March 14 th – 10 participants Thursday, March 15 th – 9 participants Friday, March 16 th – 7 participants
School Board Swim lessons Jan – March	345 participants
School Board Swim to Survive	BBSS – 111 kids participated TA – 200 kids participated Grassy Narrows – 56 kids participated
COPD Program	Advanced Group: 7 participants Beginner Group: 4 participants
Free Sponsored Swims & Skates	February 19 (Family Day) – Royal LePage March 4 (Winter Carnival) – Triple P.L.A.Y March 16 (March Break) – Kenora Anisinaabe – Kweg Aboriginal Head Start Program

Staff Training

January 8 th – Workplace Mental Health Webinar	Attended: Aaron Eisler & Casey Pyykka
January 2018 – New Part Time Maintenance Operatory Training	Attended: Ryan Fisher & Andrew Silke
January 9 th – 11 th : High Five Principles of Healthy Child Development	Attended: David Friesen, Tyler Wilwand, Emily Moncrief, Hannah Hulagrocki, Brooklyn Snow, Erica Burgess, Adler Grienke, Cassandra Moncrief, Sarayah Garrow, Mica Wells, Alex Illman, Olivia Friesen-Kroeker, Jonah Grienke, Jessica Therrien, Ellie Villa
January 15 th – Workplace Mental Health Webinar Series II	Attended: Aaron Eisler & Casey Pyykka
January 19 th – New Staff Orientation	Jesse McIssac – Student Desk Attendant
January 22 nd – Workplace Mental Health Webinar Series III	Attended: Aaron Eisler & Casey Pyykka
January 24 th – 25 th – Supervisory Training: Leadership, Insights for thinking differently	Attended: Aaron Eisler & Casey Pyykka
March 22 nd – High FIVE Quest 2	Attended: Jenn Spencer, Darby Spicer, Meghan O’Hara, Megan Eisler, David Friesen, Cameron Chambers, Tyler Wilwand, Emily Moncrief

Aquatic Centre

The Aquatic Centre has partnered with many organizations in the first quarter. OPP Project Sunset, Urban Aboriginal Healthy Living and Confederation College Adventure Tourism all utilized the pool and programs for their organization. They also offered the Lifesaving Society’s Swim to Survive program to 367 students from Beaver Brae Secondary School, Saint Thomas Aquinas and Grassy Narrows.

The pool staff also received two streams of High FIVE certificates, Principles of Healthy Child Development and Quest 2 which will be implemented into their programs.

Fitness Centre

The Fitness Centre relaunched Fitness for Breath (COPD Program). The program was targeted towards Beginners and participants who previously taken the program. The program was well received with 7 returning participants and 4 beginners. The participants continue to meet twice a week and perform daily exercises and information on healthy living.

Many clients are reaching new goals with the increase in personal training. Customers are also pleased with new equipment that has been purchased.

Strategic Plan

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

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

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

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

The Kenora Recreation Centre has also sponsored events by donating prizes in our community. We are also acting in aiding the Health Care Recruiter in supplying informational packages and passes to the facility for locum doctors coming into our community.

Discussion for Sports Hall of fame in the Kenora Recreation Centre was approved and location was sited. The Kenora Recreation Staff worked with setting up space for the cabinet to be installed.

The 2018 Winter Carnival relocated all Sunday activities to the Kenora Recreation Centre. Participants had the opportunity to participate in a free pancake breakfast, public skate & swim, dog sledding and many more activities. This location worked well and was accessible to all to attend.

The Kenora Recreation has also improved its communication strategies with updating radio advertisement and adding a section on Kenora Online and having a channel on the KenoraLive app to promote the facility and programs.

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

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

- Due to extreme weather the condenser at the Kenora Recreation Centre froze and needed to be cared for
- Water line burst and repaired in the Senior Centre;
- Boiler breakdown at the Kenora Recreation Centre;
- Waterslide inspections by TSSA & Water inspections;
- Electrical inspections in pool basement which resulted in working on future capital plan to address corrosion issues;
- Insurance company came and did a facility inspection;
- Working on all approved capital projects

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

Wes Smith joined our team to help train new staff at the Keewatin Memorial Arena. This training was a part of the onboarding strategies for the maintenance operators and successfully offered mentoring to new staff.

The Facility Team Leader registered for two Ontario Recreation Facilities Association (ORFA) courses for City staff to be hosted in Kenora. We will be offering Legal Awareness 1 & Equipment operator to all maintenance staff.

Casey Pyykka and Crystal Stokes co-taught two High FIVE courses to gain their certificate to become High FIVE Trainers. It is the goal that all staff who work with children will have the opportunity to receive High FIVE certificates to help implement programs with a child first focus.



May 28, 2018

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

Agenda Item Title:

Kenora Assembly of Resources/Pines Community Resource Centre Ltd. Amended Agreement

Background Information:

At the February 20, 2018 meeting, Council authorized an agreement with the Kenora Assembly of Resources (KAR) for the provision of services at the Harbourfront and related areas for the period January 1, 2018 to December 31, 2018. At that time it was disclosed that KAR may be withdrawing as a partner of the program.

Since then and for reasons beyond KAR's control, Harbourfront services can no longer be offered under the auspices of KAR. The group providing the services have entered into an arrangement with the Pines Community Resource Centre Ltd, starting July 1, 2018.

The group will continue to implement social type programming that includes providing assistance to the City's Tourism staff and the Lake of the Woods Development Commission with respect to special events. Except for the change in the partner there is no change to the agreement.

Resolution for Council:

That Council gives three readings to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Pines Community Resource Centre Ltd. for the delivery of Community Social Programs for the period of July 1, 2018 through December 31, 2018; and further

That by-law #13-2018 be hereby repealed effective July 1, 2018.

Budget: No budget impact.

Communication Plan/Notice By-law Requirements: The Pines Community Resource Centre and Community and Development Services.

Strategic Plan or Other Guiding Document:

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

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

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: Yes



June 1, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

Background Information:

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

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

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

Resolution for Council:

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

Budget: N/A

Risk Analysis:

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

Communication Plan /Notice By-law Requirements:

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

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

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

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

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

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

April 2018

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

1.0 Introduction

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

2.0 Water Treatment Plant

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

2.2 Weekly Bacteriological Samples

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

Sampling was conducted on the following dates:

- Apr 3rd
- Apr 9th
- Apr 16th
- Apr 23rd
- Apr 30th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced check valve on suction side of caustic pump #1.
- Re-plumbed sample feed line to online pH analyzer.
- Installed new effluent turbidimeter and pH analyzer.
- Installed old effluent turbidimeter and pH analyzer onto raw sample line.

2.4 Training

- No training took place in April.

2.5 Water Quality Complaints

- There were no water quality complaints in the month of April.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Quarterly distribution samples were collected for THM, HAA, and Nitrates.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- April 11 – Dug and repaired watermain break at: 1225 Ninth Street North.
- April 25 – Dug and repaired broken curb stop at: 400 Fourth Street North.

3.1.2. Wastewater Collection

- April 3 – Steamed frozen sewer at: 536 First Avenue South.
- April 4 – Replaced Tee Discharge at: Metis Pumping Station.
- April 9 – Rodded plugged sewer at: 810 Sixth Avenue South.
- April 10 – Steamed frozen sewer at: 320 Matheson Street South, The Boathouse.
- April 11 – Replaced Grinder Pump at: 15 Birchwood Crescent.
- April 13 – Rodded and televised plugged sewer at: 324 Wharf Street.
- April 14 – Rodded plugged sewer at: 616 Eighteenth Avenue North.
- April 20 – Rodded and televised plugged sewer at: 533 First Street South.
 - Rodded and televised plugged sewer at: 810 Sixth Avenue South.
 - Rodded plugged sewer at: 1122 Valley Drive.
- April 22 – Rodded and televised plugged sewer at: 1001 Valley Drive.
- April 24 - Dug and replaced sewer service at: 1001 Valley Drive.
 - Rodded as preventative maintenance at: 9 Mary Lou Street.
- April 26 – Rodded plugged sewer at: 430 Seventh Avenue South.
- April 30 – Rodded and televised plugged sewer at: 705 Fourth Avenue South.

3.1.3. Water Thaws:

	April 2017	April 2018
City	0	0
Private	0	2

3.2 Training

- April 18 -19th – Biman attended Walkerton DWQMS 2.0 Workshop in Thunder Bay.
- April 25th – Ray and Biman attended webinar on “working and managing in a Unionized Environment”.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2018

Date and Location:

- April 11th – Thirteen residents on Ninth Street North.

3.5 Other Information

- Ryan Longe started as the new Electrician in the Division.
- Biman and Ray conducted an information session on “Division’s Water and Wastewater Activities” during Supervisors’/Manager’s webinar session with “working and managing in a Unionized Environment”.

4.0 Wastewater Treatment Plant

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

4.2 Samples

4.2.1. **Monthly** - Complete Analyses of Treated Effluent and Raw Sewage Samples sent out on April 17, 2018 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 143 [mg/L]
- b. Total BOD Final Effluent: 14.5 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 129 [mg/ L]
- d. Total Suspended Solids Final Effluent: 6.5 [mg/ L] - limit is 25 [mg/L]

4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on April 3, 10, 17, 24 2018 - Results: Organisms/100 ml

- a. Geometric Means from samples in April: 22 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 22 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant reduction of BOD is 90% and the Plant reduction of suspended solids is 95%.

4.2.3. WSER Trout Toxicity sample sent April 25, 2018.

4.3 Maintenance

- 4.3.1. Sludge press maintenance (clean and grease).
- 4.3.2. UV maintenance Bank A (lime away).
- 4.3.3. River View installed new electric motor on South screw pump.
- 4.3.4. Replaced vents on both clarifiers
- 4.3.5. 100 building maintenance (clean and grease).
- 4.3.6. Clean both clarifiers (troughs and weirs).
- 4.3.7. Clean and repacked upper bearing with grease on South screw pump.
- 4.3.8. Replaced two sets of belts on the dewatering presses.
- 4.3.9. Cummins Canada did bi-annual generator test and inspection.

4.4 Training

- 4.4.1 No training in the month of April/

4.5 Other Information

- 4.5.1 Health & Safety inspection April 4, 2018.

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2017

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



June 15, 2018

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

Agenda Item Title: Site plan amendment – Deadhead Developments Inc. (WSL)

Background Information:

The City of Kenora and Deadhead Developments Inc. entered into a site plan agreement in June of 2014, which was amended in May 2015, to include Phase II developments. In August of 2015 further changes were made to accommodate changes to building size and location, and easement location. In February 2016, it was amended further to allow the developer to continue on with the next Phase of their development, including the dealership building, shop building, and additional parking.

The City has been eager to see finalization of the easement over WSL property, as noted in the agreement. Toward this finalization, the property owner brought forward a request for addendum in the spring of 2018. The additions include a change in location of a temporary shelter to a location further north on the property. The shelter is used for outdoor servicing to the accessory storage and service building. That the interim private services have been removed, and that buildings are now connected to Municipal water and wastewater services. That approval for use of the westerly driveway has been granted since it was monitored and no concerns were raised. Finally that and easement will be registered for the municipal sewer and water lines which access to the westerly shoreline of Cameron Bay and are described as Part 1 of Plan 23R-14484.

Resolution for Council:

That the Mayor and Clerk of the City of Kenora be authorized to execute this addendum to a site plan agreement between the City of Kenora and Deadhead Developments Inc., to permit relocation of a temporary shelter, acknowledgement for the connection of services, approval for westerly driveway access, and finalization of the easement; further

That the appropriate bylaw be passed for this purpose.

By-law No. 53-2014, being the by-law to enter into the original site plan agreement will need to be amended.

Budget:

Amendment fee - \$100

Risk Analysis: the proposed addendum is intended to resolve outstanding matters to do with action items of the site plan. There is no risk to seeing these matters finalized.

Communication Plan/Notice By-law Requirements:

Agenda of Council, Finance, Planning Department, City Solicitor, Filing

Strategic Plan or other Guiding documents:

Housekeeping



Briefing By: Devon McCloskey

Bylaw Required: Yes

The Corporation of the City of Kenora

By-law Number xx – 2018

A By-law to amend a site plan agreement between the Corporation of the City of Kenora and 6676961 Manitoba Inc. (Tall Pines Marina)

Whereas section 41(2) of the *Planning Act* enables a municipality where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area; and

Whereas section 41(4)(e) enables a municipality to approve plans for the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if an official plan and a by-law passed under subsection (2) are in effect in the municipality; and

Whereas the lands described on Schedule A, are designated pursuant to the City of Kenora Official Plan as being subject to site plan control; and

Whereas 6676961 Manitoba Inc. (Tall Pines Marina) has submitted to the City of Kenora an addendum to a site plan for those lands described in Schedule A and the City of Kenora has approved such plan and entered into a Site Plan Agreement;

Now Therefore the Corporation of the City of Kenora enacts as follows:

1. That the Mayor and the Clerk be and they are hereby empowered to execute the addendum attached.
2. That By-law 53-2014 is hereby amended;
3. That this By-Law shall come into force and be in effect from and after the final passing thereof.

By-law read a First & Second Time this 19th day of June, 2018

By-law read a Third & Final Time this 19h day of June, 2018

The Corporation of the City of Kenora:

David Canfield, Mayor

Heather Kasprick, City Clerk

SCHEDULE "A"

PIN: 42161-0654, Firstly: Cameron & Kennedy's Mill Location Kenora that portion of land patented as Mill Location at Norman as in LT3546; Secondly: Pt Cameron Kennedy's Mill Location Kenora; Thirdly: Pt Mill Reserve Plan M12 situate at Norman as in LT1161 & PA435 EXCEPT LT26601, PI M248, LT31474, LT32082, LT1934, PI M49, LT3546, LT8077, LT8292, LT31474, LT31717, LT31828, LT31935, LT32235, LT32236, LT 32506 EXCEPT LT34380, LT35410, LT73849, Pt, KR967, Pts 1 & 2, 23R7664 & Pt 1, 23R9413; T/W PA435; City of Kenora, District of Kenora