



# **AGENDA**

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

**Tuesday, May 19, 2020  
12:00 p.m.  
City Hall Council Chambers**

Pandemic, Council met electronically as permitted by Council's Procedural Bylaw. Citizens and our Media Partners are encouraged to attend the virtual meeting via the Public Live Stream Event at:

<https://video.isilive.ca/kenora/>

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

### **2. Blessing – Councillor Smith**

### **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 2020 Capital & Operating budget to withdraw funds from the financial computer systems Reserve in the amount of \$36,685 to offset the cost of capital budgeting software
- Update the Schedule of Rates to be used in connection with the Lake of the Woods Cemetery
- Amend the 2020 Operating & Capital Budget to withdraw funds from the Equipment Reserve in the amount of \$280,000.00 plus HST for the purchase of a recycle trailer

### **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 – April 21, 2020

### **6. Presentations/Deputations**

Five (5) minutes per person/group.

## **7. Additions to Agenda** (urgent only)

## **8. Appointments**

- None

## **9. Reports from Committee of the Whole**

### **9.1 Administration & Finance**

- 2020 Q1 Investments
- 2020 Q1 Contracts
- March 2020 Financial Statements
- Budget Amendment – Budget Software

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

- No Reports

### **9.3 Operations & Infrastructure**

- Budget Amendment – Recycle Trailer
- Fleet Department Staffing Compliment
- Railway Street Development Project

### **9.4 Community Services**

- Cemetery Rate & Fee Review
- COVID-19 Reopening of Public Tenders
- COVID-19 Tenant Concessions
- Muse Bylaw

### **9.5 Development Services**

- Doug Lafreniere Developments Site Plan Agreement

## **10. Housekeeping Resolutions**

- Summer Students Bylaw Enforcement Officer Appointments
- CAO Appointment Repeal
- HR Policy 3-7 Non Union Grievance Policy Repeal
- 2020 Q1 Kenora Fire Report
- Lynxfield Hosting Agreement
- March 2020 Water & Wastewater Monthly Summary Report
- Agreement with Optimus SBR-Service Delivery Review
- Agreement with Urban Forest Innovations Inc-Harbourtown Centre Beautification Pgm

## **11. Tenders**

- None

## **12. By-laws**

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

- Confirmatory
- Budget Amendment – Budget Software
- Budget Amendment – Recycle Trailer
- Cemetery Rate & Fee Review
- Muse Bylaw
- Doug Lafreniere Developments Site Plan Agreement
- Summer Students Bylaw Enforcement Officer Appointments
- CAO Appointment Repeal
- HR Policy 3-7 Non Union Grievance Policy Repeal
- Lynxfield Hosting Agreement
- Agreement with Optimus SBR-Service Delivery Review
- Agreement with Urban Forest Innovations Inc-Harbourtown Centre Beautification Pgm

### 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) A trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (1 matter)
  - ii) Labour Relations (1 matter-senior titles)
  - iii) Disposition of Land (1 matter–DTR support)
- iv) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (1 matter-City leases)
- v) Education & Training Members of Council (3 matters–CAO, Mayor, Development Services updates)

### 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 15, 2020

## City Council Committee Report

**To: Mayor & Council**

**Fr: Matt Good, Project Engineer**

**Re: Railway Street Reconstruction - Design Options**

### **Recommendation:**

That Council directed staff to present options with regards to the Railway Street reconstruction project; and further

That staff provide the following recommended choices for Council to choose between:

#### Option #1:

Maintain the current design parameters, wherein the project will see the installation of a sidewalk on the north side of Railway Street, between 10<sup>th</sup> Avenue South and 16<sup>th</sup> Avenue North crossing,

or;

#### Option #2:

Accommodate paved shoulders in addition to the planned sidewalk. Should Council choose to include 1.5 metre paved shoulders on both the east and west bound lanes from the intersection of Park Street and 10<sup>th</sup> Avenue South to the 16<sup>th</sup> Avenue North crossing on Railway Street, it is estimated that the cost to accommodate this change could exceed \$400,000. It should also be noted that this amount is based on design concepts that have not been finalized. There are a number of unknowns that could impact cost and schedule of construction up to and including possibly preventing the suggested design from moving forward.

### **Background:**

The 2020 Park and Railway Street Reconstruction project has been awarded and as of May 12, 2020 has begun construction on Phase 1 of 3.

The 2020 Park and Railway Street Reconstruction is a road rehabilitation project that is supported by funding from the Investing in Canada Infrastructure Program (ICIP) and consists of 3 Phases (see **FIGURE 1.0**) set to take place over the following 3 years:



Phase	Year	Begin	End
1	2020	Intersection 10 <sup>th</sup> Ave. S. and Park Street	1051 Railway Street (Napa)
2	2021	1051 Railway Street (Napa)	Intersection of Sedesky Road and Railway Street
3	2022	Intersection of Sedesky Road and Railway Street	1731 Railway Street (former JM/Kenora boundary)

**FIGURE 1.0 – Phased Concept Plan**



In an effort to submit an application in time for the ICIP funding, the project scope/design concept had been developed and finalized over a short period of time. The primary purpose for the project was to rehabilitate the failing and deteriorated condition of Railway Street. Secondary value added items were accommodated in the design where economically possible (i.e. sidewalk, straightening out road alignments and rehabilitating the aging storm system). The existing project scope has been approved from an ICIP funding standpoint. The approved ICIP funding is providing 84 cent dollars to the project, leaving the City to cover 16 cent dollars for the remaining surface works in addition to out of scope costs not covered by the ICIP funding. The ICIP funding covers surface rehabilitation works only, and does not contribute funding for out of scope infrastructure such as the underground storm sewer improvements. Therefore, the City's total costs for the project are higher than the 16 cent dollars that are supplementing the ICIP contribution. The awarded tender cost breakdown for Phase 1 has the City contributing 51% and ICIP covering 49% of total construction costs.

Inquiries and comments have been submitted to the City with regards to providing an active transportation corridor along Railway Street. The following report breaks down two design concepts;

- Option 1 that mimics the existing Railway design;
- Option 2 that modifies Option (1) by way of narrowing lane widths and incorporating 1.5 metre paved shoulders.

#### Option 1 (Original Design Including Sidewalk):

Option 1 for Railway Street includes a new sidewalk along the north side of Railway Street between the Wholesale Club and 16<sup>th</sup> Avenue North crossing. The design for Option 1 has sections of varying paved shoulder widths along the south side of Railway Street. The varying shoulder widths in Option 1 creates a design that will vary in total pavement between 8.5 metres and 9.5 metres.

Given that Railway Street consists primarily of vehicular traffic, followed by pedestrian traffic. The primary design considerations for the original concept (Option 1) was to improve and resolve traffic related issues for vehicles and pedestrians. The initial thought process behind the design was to remove and replace the existing road structure while including design improvements and incorporating value added elements where economically feasible. This design technique is a costs saving measure that the City typically utilizes when rehabilitating existing infrastructure. The original design included replacing the existing 4.25 metre lane widths, straightening the alignment where possible and the addition of a sidewalk from 10<sup>th</sup> Ave S to the 16<sup>th</sup> Ave N crossing.

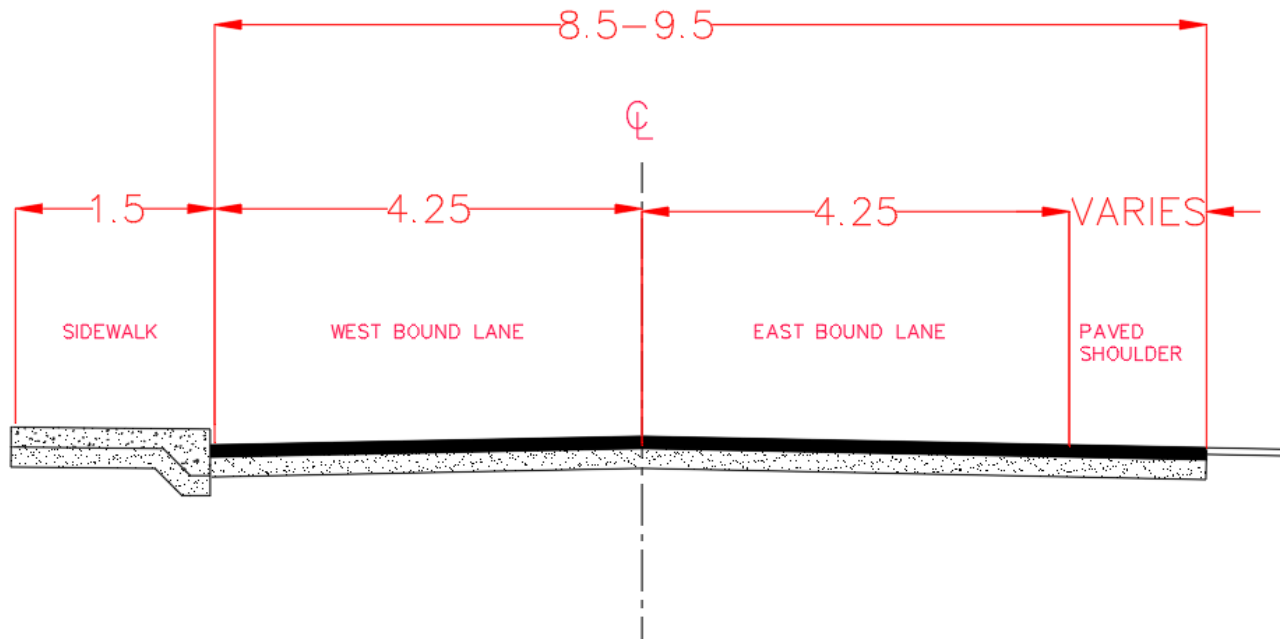
#### Option 2 (1.5 metre Paved Shoulders):

Upon review of the Railway Street design, it is believed that the design could incorporate a 1.5 metre paved shoulder on both the east and west bound lanes. The 1.5 metre paved shoulders provides room to safely accommodate active transportation. To include the 1.5 metre paved shoulders in the design would entail reducing the existing 4.25 metre wide lanes (see Option 1 typical cross section in **FIGURE 1.1**) to a typical 3.5 metre wide lanes (see Option 2 typical cross section in **FIGURE 1.2**) to give a total paved road width of 10 metres. The reduction in vehicle lane width is the key to fitting in the additional width required for the 1.5 metre paved shoulders and was not reflected in the original design concept.

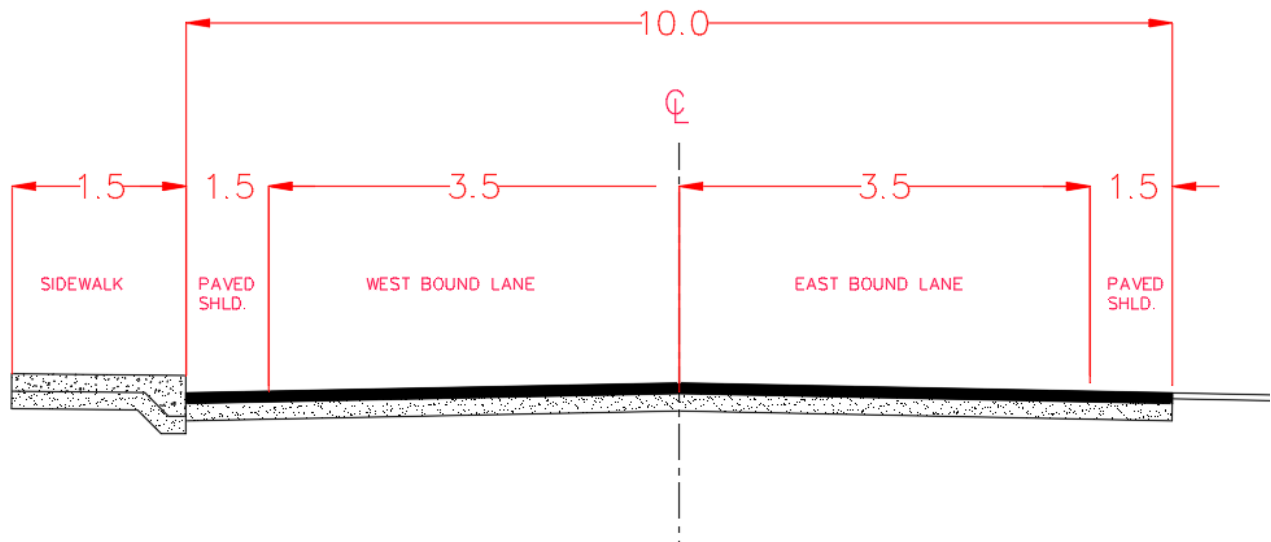
Option 2 has the following benefits over Option 1:

- (1) With the straightening of the Railway Street alignment there is the likelihood for an increase in vehicle speeds. The narrowing of the lane to 3.5 metres is a typical traffic calming method used to slow vehicles down, and can be an achieved synergy with this considered design change;
- (2) By allowing for an additional 1.5 metre paved shoulder on each lane (an additional 0.75 metres wider than the original design) this provides additional space for larger commercial traffic to maneuver through and into/out of adjacent properties located along Railway Street;
- (3) The 1.5 metre shoulders would also provide additional space for snow windrow storage and alleviate narrowing the vehicle lanes during the winter months.

**FIGURE 1.1** – Option 1 - Existing Typical Road Cross Section (between Park Street and 16<sup>th</sup> Avenue N.)



**FIGURE 1.2** – Option 2 - Typical Road Cross Section Including 1.5 Metre Paved Shoulder (between Park Street and 16<sup>th</sup> Avenue N.)





## Phase 1 Design Considerations

10th Avenue South – Park Street to Railway Street (see **FIGURE 1.3**):

- The existing road is narrow along 10 Avenue S. and will require widening within the existing City right-of-way to include the Option 2 road corridor.
- 10<sup>th</sup> Avenue South may also require extensive surface upgrades possibly including; a sizeable retaining wall, curb and gutter or asphalt swale, false grading and adjacent property improvements.
- The widening at this location is dependent upon adjacent surface restrictions and design criteria.

**FIGURE 1.3**



#### 10<sup>th</sup> Avenue South to 1051 Railway Street:

- The existing design (Option 1) for Railway Street included straightening the alignment where possible. This provided the following benefits for vehicles:
  - Maintaining existing traffic flow characteristics in keeping with 4.25 metre wide lanes;
  - Increasing the horizontal bends to be more compatible with an arterial road classification (Railway Street's intended purpose);
  - Increased sight lines/distances;
  - Reduce potential conflicts with approaches and merging traffic, etc.

Currently Railway weaves through power poles and has 90 degree bends that are not conducive to arterial road design speeds and geometry. By introducing a wider road corridor (Option 2) there will be slightly tighter horizontal bends for vehicular traffic, thus diminishing the vehicular traffic improvements/upgrades made in the initial design (Option 1).

#### Phase 2 Design Considerations

##### 1051 Railway Street to Sedesky Road:

- Currently the City does not own sections right-of-way along Railway Street. There is a good portion of Railway Street that resides on Canadian Pacific Railway (CP) property. The City has been in ongoing discussions with CP to acquire or lease sections of roadway for which the City has no ownership or right-of-way;
- The widening of Railway Street (Option 2) to include the 1.5 metre shoulders is believed to be an achievable design concept. Based upon a preliminary review, there appears to be minimal conflicts/issues with physical barriers and the costs to include the two 1.5 metre wide shoulders is primarily to cover the costs of construction through Phase 2, but this is contingent upon obtaining formal access to CP lands.

#### Phase 3 Design Considerations

##### Sedesky Road to 16<sup>th</sup> Avenue North:

- Additional CP land would be required for the City right-of-way in Phase 3. This additional land would be required regardless if the City decided on Option 1 or Option 2;
- There is an existing low lying area along the east side of Railway Street (see **FIGURE 1.4**), in front of the Hyundai dealership. This area is problematic as it has unsuitable sub-surface material for a road structure. In the existing design (Option 1) captured in the ICIP funding application, the City's intention was to remove the unsuitable sub-surface material and replace it with more suitable road base and sub-base material for the proposed road structure. If a wider road is required (Option 2), it would trigger additional material waste removals and the requirement of additional suitable fill material, increasing the cost of construction.

FIGURE 1.4





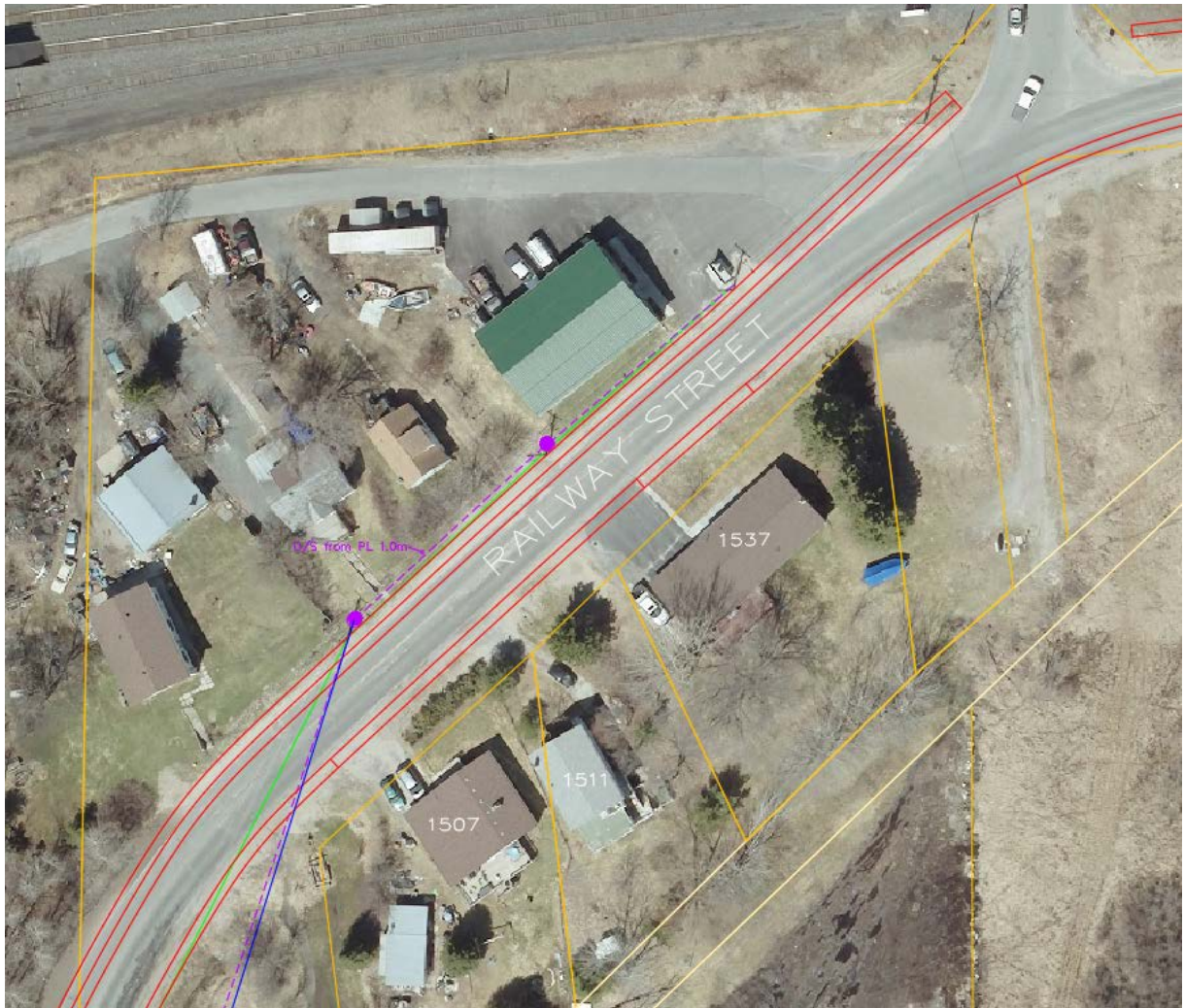
- There is widening conflicts north of 1439 Railway Street (Degagne Enterprises Inc.) where there is a pinch point between a rock face on CP property (west side of Railway Street) and property owners/existing drainage ditches along the east side of Railway Street (see **FIGURE 1.5**). The design change may have to include either rock removal and or realignment/construction of a new drainage system. When widening road corridors, the width requirement needed for the usable portion of the right-of-way is not the only consideration. The side slopes of roads that are changing to accommodate the widening/realignments and how they impact adjacent properties also have to be taken into account. These changes impact the existing land drainage system and in turn increase costs to the project. Kenora is unique in that the amount of bedrock that can be encountered during an underground improvements project can significantly increase costs to a proposed realignment change/revisions to land drainage systems (i.e. ditches, storm sewer alignments, curb and gutters, etc.).

**FIGURE 1.5**



- Widening conflicts along the south side of Railway with existing landowners (see **FIGURE 1.6**). The widening would remove existing driveway length from adjacent properties 1537, 1511, and 1507. The design change would also include additional retaining wall structure in front of property 1537 to account for the widening and grade changes.

**FIGURE 1.6**

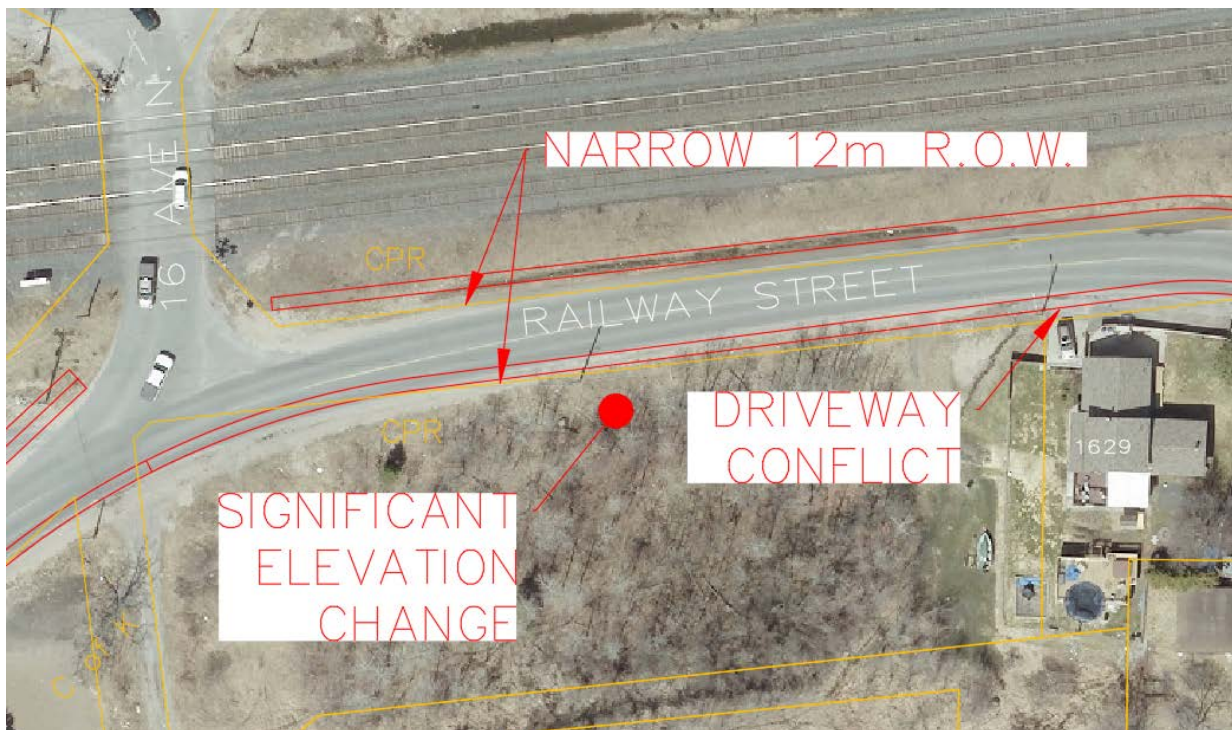




16th Avenue North to 1629 Railway Street (see **FIGURE 1.7**):

- According to current available information on hand, there are existing conflicts with adjacent property owners both on the north and south side of Railway Street. Both properties are currently owned by CP;
- The Railway Street existing right-of-way is 12 metres wide which does not meet the conventional 20 metre minimum right-of-way width;
- Road reconstruction of any kind will require obtaining additional right-of-way from CP;
- There are existing property issues adjacent to Railway Street depending on the alignment of the widened right-of-way;
- Along the south side of Railway Street there is a significant drop off in the range of 5 to 6 metres. A road widening would require the construction of a retaining wall structure and/or significant fill material, both of which increase construction costs.

**FIGURE 1.7**

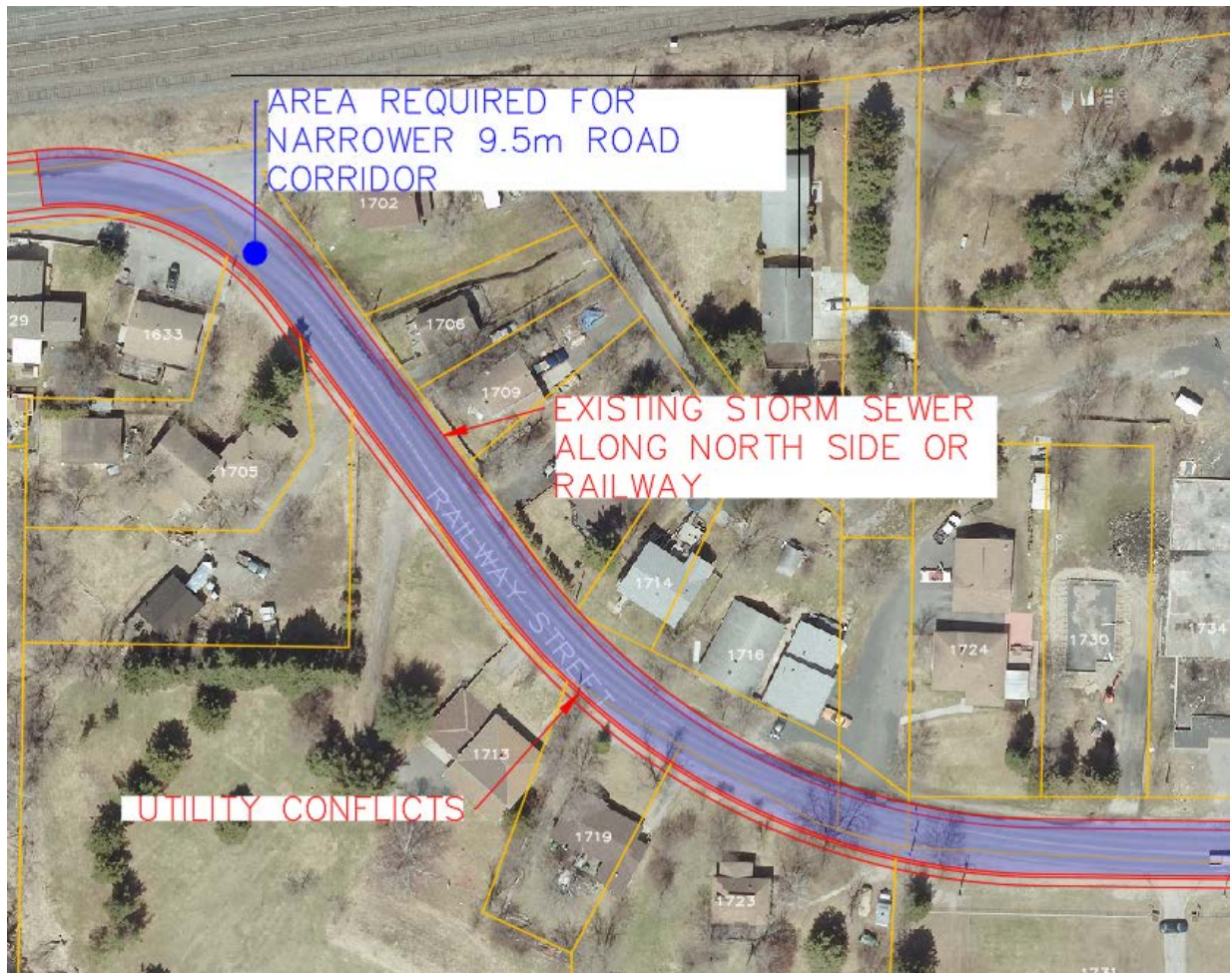




1629 Railway Street to 1731 Railway Street (see **FIGURE 1.8**):

- According to current available information on hand, there are existing conflicts with adjacent property owners;
- To include additional road width there will be the need to acquire additional right-of-way, possibly reconstruct a retaining wall structure, and realign the existing storm sewer (that may include costly rock removal);
- Provided the City would like to accommodate pedestrian traffic, it may be feasible to narrow the 11.5 metre (Option 2 – see **FIGURE 1.2**) road corridor to a 9.5 metre road corridor that would include a 1.5 metre sidewalk and two 4 metre lanes with no paved shoulders. A narrow design option (see highlighted blue area in **FIGURE 1.8**) for the reconstruction of Railway Street east of the 16<sup>th</sup> Avenue North crossing could accommodate pedestrian traffic from the existing and future developments planned along this section of Railway Street. This concept would still require right-of-way expansion but to a reduced extent as it would be less invasive on adjacent properties.

**FIGURE 1.8**



Cost Estimates

Phase	Road Section		Sub-total	Total
	Begin	End		
1	Park St & 10 <sup>th</sup> Ave S. Intersection (West Limit of Project)	10 <sup>th</sup> Ave S & Maple St Intersection	\$120,000	
1	10 <sup>th</sup> Ave S & Maple St Intersection	1051 Railway Street (Napa)	\$50,000	
<b>Phase 1 Total</b>				<b>\$170,000</b>
2	1051 Railway Street (Napa)	Intersection of Sedesky Road and Railway Street	\$75,000	
<b>Phase 2 Total</b>				<b>\$75,000</b>
3	Intersection of Sedesky Road and Railway Street	16 <sup>th</sup> Avenue North Crossing	\$200,000	
3	16 <sup>th</sup> Avenue North Crossing	1731 Railway Street (East Limit of Project)	unknown	
<b>Phase 3 Total</b>				<b>Unknown</b>

The above estimates are based on concepts and are not to be considered final/complete. The estimates can be considered Class 'D' estimates (+/- 20% - 30%) at best. A Class 'B' estimate (+/- 10% - 15%) could be completed once a detailed design was finalized for the three phases of Railway Street and land acquisitions negotiated.

**Budget:**

The additional cost to complete the Option 2 design changes between Park Street and the 16<sup>th</sup> Avenue North crossing, should be considered at 100% City dollars as they were not included in the submission for the ICIP funding application. These costs have been estimated over \$400,000 which is approximately 10% of the overall project costs. It should also be mentioned that the increased pavement width will add to future infrastructure deficit demands on future City budgets when it comes time to again rehabilitate Railway Street.

For reference, the existing contract amount to complete Phase 1 of Railway Street is \$1,438,695.28, of which the City is paying 51% costs and ICIP is contributing 49% costs.

**Risk Analysis:**

Option A:

Is consistent with the City's ERM policy; mitigating risk and liability to the City through maintenance of its infrastructure, with additional safety to pedestrians along Railway Street provided by the proposed sidewalk.

Option B:

Achieves the same criteria as outlined in option A with the added synergies of both creating; potential traffic calming for drivers, providing increased turning radiuses for large vehicles and incorporating snow storage in the winter. There is a critical financial risk to pursuing Option 2 as the additional scope will need to be entirely funded by the

City, not to mention the long term maintenance cost implications. The Class 'D' estimates are very much subject to change.

**Communication Plan/Notice By-law Requirements:** Resolution required.

Distribution: J. Hawley, H. Pihulak, M. Vogrig, M. Good

**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.



May 5, 2020

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** Appointment of Summer Student Bylaw Enforcement Officers

**Background Information:**

Council has approved the return of two bylaw officer summer student positions to assist with enforcing our bylaws throughout the City, focusing on parking and docking.

Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw. This report is to appoint our 2020 summer students, Rhett Zurkan & Chase Birch for the duration of May 19, 2020 to September 15, 2020.

**Resolution for Council:**

That Council hereby appoints Rhett Zurkan and Chase Birch as summer student By-Law Enforcement Officers in and for the City of Kenora under the authority of the Police Services Act; and further

That this appointment is hereby authorized for the period of May 19, 2020 to September 15, 2020.

**Budget:** included in the 2020 operating budget

**Risk Analysis:**

There is no risk to this report as it is a statutory requirement.

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

**Strategic Plan or Other Guiding Document:** administrative only

**Briefing By:** Heather Lajeunesse, Enforcement Division Lead

**Bylaw Required:** Yes



May 1, 2020

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Repeal of CAO Appointment Bylaw

**Background Information:**

With the retirement of Karen Brown, CAO the bylaw for her appointment is now required to be repealed.

**Resolution for Council:**

That Council hereby repeals bylaw 79-2010, a bylaw to appoint the CAO for the City of Kenora.

**Budget:** N/A

**Risk Analysis:** N/A

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

**Strategic Plan or Other Guiding Document:** N/A

**Briefing By:** Heather Pihulak, Manager of Administration/City Clerk

**Bylaw Required:** Yes

**The Corporation of the City of Kenora**

**By-Law Number 79 - 2010**

**A By-Law to Appoint a Chief Administrative Officer for the Corporation of the City of Kenora**

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**Whereas** it is deemed expedient to make an appointment to the position of Chief Administrative Officer for the Corporation of the City of Kenora;

**Now Therefore Be It Resolved That** the Council of the Corporation of the City of Kenora hereby enacts as follows:~

1. **That** Council of the Corporation of the City of Kenora hereby appoints Karen Brown as the Chief Administrative Officer effective August 1 2010; and further
2. **That** Council of the Corporation of the City of Kenora hereby repeals By-Law Number 4-2000 in its entirety and any subsequent amendments thereto.
3. **That** this By-Law shall come into effect upon third and final reading thereof.

**By-law read a First and Second Time this 17<sup>th</sup> day of May, 2010**

**By-law read a Third and Final Time this 17<sup>th</sup> day of May, 2010**

**The Corporation of the City of Kenora:-**

.....Mayor  
**Leonard P. Compton**

.....City Clerk  
**Joanne L. McMillin**





May 1, 2020

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** Repeal Non-Union Grievance Policy #HR-3-7

**Recommendation:**

That Council hereby authorizes the repeal of the Non-Union Grievance Human Resources Policy #HR-3-7; and further

That Policy #HR-3-7 be removed from the Comprehensive City Policy Manual.

**Background:**

During a recent review of Human Resources Policies it was determined that policy HR-3-7 no longer meets the needs of the municipality. This policy is not consistent with current City employee practices, does not follow our leadership model and practices and has not been used for many years. It has been deemed necessary to now repeal this policy.

**Budget:** N/A

**Risk Analysis:** Administrative only

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

**Strategic Plan or Other Guiding Document:** Administrative

**Briefing By:** Heather Pihulak, Manager of Administration/City Clerk

**Bylaw Required:** No

## City of Kenora Non-Union Grievance Policy



Section	Date	Resolution Number	Page	Of
Human Resources	April 26, 2004	7	1	1
Subsection	Repeals By-Law Number		Policy Number	
Non-Union			HR-3-7	

### Purpose

It is the desire of the City of Kenora to have a harmonious working relationship with all employees. Any member of the staff who feels they have just cause for complaint concerning the interpretation or application of City of Kenora policy should do so in the following manner:

### Procedure

**Step 1** An employee who has a complaint must first present his/her problem to the immediate Supervisor, either verbally or in writing. The Supervisor will deal with the matter and render a decision within three working days of the complaint received.

Where the immediate Supervisor and the Department Manager are one and the same, Step 2 shall be considered the initial step in the grievance procedure.

**Step 2** Failing a satisfactory settlement of the complaint, the employee has the opportunity to submit a grievance in writing, to the Department Manager, stating the nature of the grievance and the remedy sought. The Department Manager will render a decision in writing within five working days of the grievance being received.

**Step 3** If the employee is not satisfied with the decision made in Step 2, the grievance may be submitted to the CAO. The CAO will meet with the appropriate supervisory representative from the employee's Department and the Human Resources Manager, and will attempt to resolve the employee's complaint within seven working days of the meeting.

**Step 4** If a satisfactory solution cannot be achieved, the matter will be referred to City Council for final settlement.

The time limits set out above may be extended by mutual agreement between the parties. Saturdays, Sundays, and statutory Holidays will not be counted in determining the time within which any action is to be taken or completed under the grievance procedure.



April 27, 2020

## Housekeeping Council Briefing

**Agenda Item Title:** 2020 Fire and Emergency Services First Quarter Summary Report

**Background Information:**

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

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

**Period:** January 1st, 2019 to March 31, 2020.

**Emergency Responses**

During this quarter, Kenora Fire and Emergency Services responded to a total of 89 emergency calls, as compared to 95 emergency calls in 2019.

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

1. Fire related: 12 fires including fire at the Clarion Hotel, Fourth Ave S., Clarence Street, River Street, First Street South (under investigation), Hwy 17W shed fire, fire on the CPR rail bed, two were electrical fires, two cooking fires and a chimney fire.
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 34 alarm calls including several carbon monoxide calls, fire alarm activations and 5 intentionally activated fire alarm.
3. Emergency Medical Response: 14
4. Burning Complaints: 9
5. Motor Vehicle Collisions: 12 incidents on local roads and area highways.
6. Water/Ice Rescue: 3
7. Elevator Calls: 1
8. Natural Gas: 2
9. Other: 2 other calls including a suspicious package at Canada Post, a student stuck in a locker.

**First Nations Emergency Response Agreements**

The CKFES responded to a motor vehicle roll over on Wauzhushk Onigum First Nation during this quarter. We continue to work with our partners on fire safety and fire prevention activities.

**Fire Inspections**

The CKFES continues to be proactive in administering the Ontario Fire Code through our Fire Inspection Program, completing 9 fire code inspections and several consultations during this quarter. CKFES are working closely with building owners in becoming compliant to the Ontario Fire Code. Only complaint based fire inspections are being conducted and regular fire code inspections are currently suspended due to the COVID-19 pandemic and will resume once the social distancing rules are modified.

## **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 and inspections are currently suspended due to the COVID-19 pandemic.

## **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 homes and Masonic Hall Keewatin
2. Hall Tours: 1 tour.
3. Car Seat Clinic- two Kenora Fire fighters have taken training and are certified in the installation of child car seats.
4. Lake of the Woods Museum – tour and post Fire Safety Plan meeting.
5. Northwestern Health Unit – Safe Communities Monthly meetings,
6. Public Schools - Valleyview and King George School Fire Safety
7. Fire Extinguisher Training - Ontario Native Woman's Association.
8. City Communications Specialist: CKFES has partnered with our Communications Specialist in getting fire safety messages out to our employees through, inter office email, televisions throughout the city and the Cities Facebook page. This process is proving to be very effective in delivering fire safety messaging out to City staff. This quarter in conjunction with the featured Smoke Alarm Change Your Batteries, Questions Often Asked to the Fire Department.
9. 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. Incident Command
2. Liquid Petroleum Gas Awareness
3. Note Taking
4. Kenora Recreation Centre
5. Drivers Licensing Training
6. EMS Ambulance - Joint Training
7. Decontamination
8. New Recruit Firefighter 1 - Training Weekend
9. Due to COVID-19 Training has been temporarily suspended since March 20<sup>th</sup>.

## **Other**

1. Monthly Chief Fire Officer Meetings
2. Monthly Health and Safety Meetings
3. As Zone 10A representative, Chief participated in monthly Provincial Advisory Committee (PAC) conference calls through the Ontario Fire Association of Fire Chiefs.
4. Chief attended Monthly Safe Communities Kenora in January.
5. Annual truck safety inspections and safeties.
6. FireCon Board of Directors Meetings – Tentative 2020
7. Monthly Kenora Safe Grad Committee meetings. – Cancelled for 2020
8. COVID -19 Pandemic – Station restrictions, cancellation of training, fire code inspections and fire prevention programs.

## **Firefighter Recruitment and Retention**

Kenora Fire and Emergency Services is currently working with and completing training for 10 new recruits who have been assigned to stations. Currently Kenora Fire has a total of 30 volunteer firefighters.

**Budget:** No Budget effects.

**Communication Plan/Notice By-law Requirements:** None

**Strategic Plan or other Guiding Document:** Aligns with the City of Kenora's Values contained within Strategic Plan 2015-2020, specifically, "we strive for continuous service improvements through innovation, leadership and best practices; we consider community, public and workplace safety in every decision we make; we manage the municipal finances in a responsible, prudent and transparent manner; and is consistent with Corporate Goal #2-3 and Corporate Goal #3-3

**Risk Analysis:** As per the City's ERM Policy, there is no risk Associated with this quarterly briefing report.

### **Resolution for Council:**

That Council hereby accepts the 2020 First Quarter Report from the Kenora Fire and Emergency Services Department for the period of January 1 to March 31, 2020.

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**Briefing By:** Todd Skene, Fire Chief / CEMC

**Bylaw Required:** No



May 06, 2020

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** Lynxfield Hosting Services Agreement

**Background Information:**

A three year contract was signed with Lynxfield in 2017 for the provision of GPS services (hardware and software). There have been significant challenges with Lynxfield over the ensuing years, both from a hardware installation perspective and a support perspective. That said, the hardware is now installed and the quality of the data we are collecting is, on the whole, above adequate. Support service has improved in the last few months and we hope this trend continues.

Lynxfield provides enhanced capabilities such as dash mount camera data and route monitoring capabilities that are very helpful in managing our fleet and ensuring compliance with minimum maintenance standards.

The initial purchase of the GPS units (hardware) and installation was in excess of \$180,000. Currently Lynxfield's services are costing the City \$35 per vehicle per month. If we were to move away from Lynxfield to a different service provider we would have to replace all of our current hardware. In addition, the cost for the same level of service through a different provider would be well over \$100 per vehicle per month.

For these reasons we have opted to renew our contract with Lynxfield. Also of note, they no longer provide a three year contract, hence the five year term.

**Resolution for Council:**

That Council authorizes a five (5) year agreement between the Corporation of the City of Kenora and Lynxfield Canada for the provision of GPS services; and further

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

**Budget:** Monthly service fees of \$3500.

**Risk Analysis:**

As per the City's ERM policy, there is a moderate financial risk in not authorizing this agreement, in terms of loss of funds already invested in the GPS hardware and software provided by Lynxfield.

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

Resolution & By-law required.

**Briefing By:** Jeff Hawley, Operations & Infrastructure Manager

**Bylaw Required:** Yes





May 4, 2020

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

**Agenda Item Title:** 2020 Water & Wastewater Systems Monthly Summary Report – March

**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 2020 Water and Wastewater Systems Monthly Summary Report for March.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the March 2020 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**

**March 2020**

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

## **1.0 Introduction**

This report contains the major maintenance activities and operational events that occurred during the month of March 2020 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:

- March 2
- March 9
- March 16
- March 23
- March 30

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Greased fluoride feeder.
- Removed pulsation dampener from caustic pump #2 for maintenance.
- Removed actuator from filter #2 effluent valve to send away for repair.
- Commissioned new pump #2 at Brinkman booster station.
- Greased pumps at Zone 3 and 4, Norman and Brinkman boosters.

### **2.4 Training**

- One operator attended a four day Automation Training course on Programming and Maintenance of Allen Bradley PLC Equipment.

### **2.5 Water Quality Complaints**

- There were no water quality complaints for the month of March.

## 2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Annual external audit of DWQMS was completed by SAI Global, with no non-conformances identified.

## 3.0 Water Distribution System and Wastewater Collection System

### 3.1 Maintenance

#### 3.1.1. Water Distribution

- March 5 – Dug and repaired watermain break at: 415 Tenth Street, Keewatin.
- March 13 – Dug and replaced curb stop at: 1121 Minto Avenue.
- March 23 – Dug and installed 6” watermain valve at: 1121 Minto Avenue.
- March 30 – Dug and repaired watermain break at: 1141 Minto Avenue.

#### 3.1.2. Wastewater Collection

- March 2 – Replaced grinder pump at: 116 Rabbit Lake Road.
- March 6 – Rodded plugged sewer at: 102 Mikado Avenue.
- March 6 – Rodded plugged sewer at: 1124 River Drive.
- March 9 – Rodded plugged sewer at: 1124 River Drive.
- March 9 – Rodded plugged sewer at: 204 Matheson Street North.
- March 13 – Steamed frozen sewer at: 123 Matheson Street North.
- March 14 – Rodded and steamed plugged sewer at: 500 Fourth Street South.
- March 31 – Dug and repaired broken sewer main at: 428 Third Street South.

#### 3.1.3. Water Thaws:

	March 2019	March 2020
City	50	2
Private	7	0

### 3.2 Training

- There was no training in the month of March.

### 3.3 Water Quality Complaints

- There were no quality complaint for the month of March, see item #2.5 for further details.

### 3.4 Boil Water Advisory(s) – 2020

#### Date and Location

- March 5 – One (1) resident on Superior Street, Three (3) residents on Tenth Street and Two (2) residents on Erie Street in Keewatin.
- March 30 – Eleven (11) residents on Minto Avenue, Seven (7) residents on Minto Crescent, and One (1) resident on Minto Heights.

### 3.5 Other Information

- There is no further information to report for the month of March.

## 4.0 Wastewater Treatment Plant

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

### 4.2 Samples

4.2.1. **Monthly** – Laboratory Results from the Complete Analyses of Treated Effluent and Raw Sewage Samples sent out on March 24, 2020 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- a. Raw Sewage – Total BOD<sub>5</sub> (biological oxygen demand): 70[mg/L]
- b. Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 13 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 64 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 7.33 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on March 3, 10, 17, 24, 31 for E. Coli. are:

- a. Geometric Means of the samples in March was 3.68 organisms/100mL.
- b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100mL.

In summary, raw sewage enters the plant with E. Coli counts of approximately 3 million organisms/100 mL and effluent leaves the plant with a geometric mean of 3.68 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 13 p.p.m., and final effluent T.S.S. was 7.33 p.p.m., both well within the C of A requirements.

### 4.3 Maintenance

- 4.3.1 Sludge press maintenance (clean and grease) 700 building.
- 4.3.2 Electrician replaced ACR relay for the sludge dewatering press.
- 4.3.3 Drain contact zone for contractors to inspect and repair.

- 4.3.4 Replaced regulator, valve, and air gauge for the dewatering sludge press maintenance in the 700 building.
- 4.3.5 Unplug West lobe pump in the 400 building.
- 4.3.6 Start UV bulb replacement on bank A in the 300 building.

**4.4 Training**

- No training.

**4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on March 5, 2020.













May 14, 2020

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

**Agenda Item Title:** Optimus SBR Agreement Authorization

**Background Information:**

An agreement was reached between the Corporation of the City of Kenora and Optimus SBR for the provision of a Service Delivery Review project in the amount of \$87,900 plus HST.

**Resolution for Council:**

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Optimus SBR for the Service Delivery Review project; and further

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

**Budget:**

As per the agreement, the total project budget is \$87,900 plus HST. The Municipal Modernization Program funding of \$100,000 is expected to cover 100 percent of total project costs.

**Risk Analysis:**

There is a low level of risk as the Ontario Government is funding the entirety of the project.

**Communication Plan/Notice By-law Requirements:** Bylaw required

**Strategic Plan or Other Guiding Document:**

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

**Briefing By:** Adam Smith, Manager of Development Services

**Bylaw Required:** Yes



May 15, 2020

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

### Agenda Item Title:

Harbourtown Centre Beautification and Urban Forest Program Project – Contract for Services

### Background Information:

An agreement was reached between the Corporation of the City of Kenora and Urban Forest Innovations Inc. for the delivery of the Harbourtown Centre Beautification and Urban Forest program project in the amount of \$60,780 + HST. 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 Urban Forest Innovations Inc. for the delivery of the Harbourtown Centre Beautification and Urban Forest program project and further

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

**Budget:** Total cost is \$60,780 + HST. The City of Kenora received funding from the Rural Economic Development program, Harbourtown BIZ and the Lake of the Woods Development Commission for this initiative. The City of Kenora contribution is \$40,000 which was approved in the 2020 unusual spending budget.

**Risk Analysis:** There is low risk in executing this contract as it will allow the project to proceed.

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

### Strategic Plan or Other Guiding Document:

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

**Briefing By:** Megan Dokuchie, Economic Development Officer

**Bylaw Required:** Yes