



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, December 20, 2016
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor McMillan

3. Public Information Notices

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

- Council intends to adopt a new Tariff of Fees & Charges By-Law to give effect to the new rates outlined in Schedule "C" for the Fire & Emergency Services Department

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

- o November 15, 2016

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- A member will be appointed to the Kenora Municipal Non Profit Housing Board

9. Reports from Committee of the Whole

9.1 Corporate Services & Strategic Initiatives

- All Nations Hospital Working Group City Appointment
- CEP Grant Application
- Q3 2016 Contracts
- Human Resources Management Strategy Progress Report
- October 2016 Financial Statements
- Peterborough Resolution of Support
- Tax Appeal Under Section 357 of the Municipal Act

9.2 Fire & Emergency Services

- Tariff of Fees and Charges for Fire & Emergency Services

9.3 Operations & Infrastructure

- Traffic Amendment – Rate of Speed – Taillieu Road
- Traffic Amendment – No Parking – Glen Cameron Drive
- Kenora Drinking Water Inspection Report

9.4 Community & Development Services

- Kenora Assembly of Resources 2017 Agreement
- Kenora Recreation Department – 3rd Quarter Report

10. Housekeeping Resolutions

- NOHFC Internship Funding Agreement – NWBC
- Emergency Management Program Committee Appointment
- Various Committee Minutes
- Water & Wastewater Monthly Systems Summary October 2016

11. Tenders

- Hourly Equipment & Truck Rental

12. By-laws

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

- Confirmatory
- Tariff of Fees & Charges – Fire & Emergency Services
- Traffic Amendment – Rate of Speed – Taillieu Road
- Traffic Amendment – No Parking – Glen Cameron Drive
- Kenora Assembly of Resources Agreement
- NOHFC Funding Agreement – NWBC Intern

13. Notices of Motion

14. Proclamations

- Alzheimer Awareness Month

15. Announcements (non-action)

16. Adjourn to a Closed Session

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

- i) **Proposed or Pending Acquisition or Disposition of Land (2 matters)**
- ii) **Receiving of Advice that is subject to solicitor-client Privilege (1 matter)**
- iii) **Education & Training Members of Council (1 matter)**

17. Adjourn

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

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

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

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

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



December 9, 2016

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

NOHFC Funding Agreement – Program Coordinator Intern NWBC

Background Information:

This is for administrative purposes only. Council approved the application of an intern for the Northwest Business Centre and this is the agreement to authorize the funding agreement. The contribution agreement is \$31,5000 under the Northern Ontario Internship Program

Resolution for Council:

That Council gives three readings to a by-law to authorize the execution of a funding agreement between the Northern Ontario Heritage Fund (NOHFC) and the Corporation of the City of Kenora for the Program Coordinator Intern position with the Northwest Business Centre; and further

That the CAO be authorized to execute this agreement.

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



December 5, 2016

**Housekeeping
Council Briefing**

Agenda Item Title: Appointment of Emergency Management Program Committee

Background Information: As part of the annual compliance for our Municipal Emergency Control Group and Program, the City of Kenora is required to appoint an Emergency Management Program Committee. The committee's responsibility is to guide the development, implementation and maintenance of the municipality's emergency management program including the municipal emergency response plan, public education program, training, and exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

Resolution for Council:

Whereas, that council acknowledge the establishment of an Emergency Management Program Committee to create and maintain an emergency management program which conforms to the Emergency Management and Civil Protection Act (EMCPA) and includes the five core components namely: mitigation; prevention; preparedness; response; and recovery. To open appropriate lines of communication between the Municipal Emergency Control Group (MECG) and all Support Agencies. The committee shall advise Council on the development and implementation of the municipality's emergency management program. To serve as an advocate for the larger population and provide public education on risks to public safety and on public preparedness for emergencies

Composition:

The Emergency Management Program Committee shall have adequate representation from the following:

CAO; Manager of Fire & Emergency Services/CEMC; alternate CEMC; Mayor; acting Mayor; Detachment Commander for Ontario Provincial Police; EOC Operations Officer; EOC Public Information Officer; City of Kenora Manager of Operations & Infrastructure / Engineering, Northwest EMS Manager; Medical Officer of Health, EOC Transportation Manager, EOC Social Services Manager.

Appointment

Whereas, that council acknowledge the appointment of members to the Emergency Program Committee as indicated in the current 2016/2017 City of Kenora Emergency Response Plan.

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

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

Bylaw Required: No



November 29, 2016

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

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

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

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

Resolution for Council:

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

- October 13 & 27, November 10 & 24 – Lake of the Woods Museum Board
- October 5 (Regular & Special Meetings) & 26 – Kenora Public Library Board
- November 3 – Environmental Advisory Committee
- November 16 – Heritage Kenora Committee; and

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

- September 7 – Kenora Police Services Board
- September 27 – District of Kenora Home for the Aged Board of Management
- October 18 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



November 21, 2016

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: 2016 Water & Wastewater Systems Monthly Summary Report - October

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 2016 Water and Wastewater Systems Monthly Summary Report for October.

Resolution for Council:

That Council of the City of Kenora hereby accepts the October 2016 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

October 2016

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 October 2016 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:

- Oct 3rd
- Oct 11th
- Oct 17th
- Oct 24th
- Oct 31st

All samples tested were within the allowable parameters.

2.3 Maintenance

- Completed installation of pumps and VFD in Pine Portage booster station.
- Troubleshooting tripping overloads on vacuum blower #3.
- Disassemble and clean out #1 sump pump in highlift pit.
- Replaced damaged bulb in effluent turbidimeter.
- Repaired leak on caustic line in chemical feed room.
- Removed #3 vacuum blower for repair.

2.4 Training

All operators attended City of Kenora Health and Safety refresher training. One operator attended the Northwestern Ontario Water and Wastewater Conference in Thunder Bay.

2.5 Water Quality Complaints

There was one taste water quality complaint in October. Resident complained of odour in water. Chlorine residual was checked and was adequate. Our seasonal taste and odour problem was explained to the resident.

2.6 Other Information

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

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- October 5 - Dug and repaired broken fire hydrant at: the intersection of Matheson Street and First Street South.
- October 28 - Dug and repaired curb box at: 18 Bunny Street (J & M Ball Field).

3.1.2. Wastewater Collection

- October 3, 4 - Dug and replaced sewer main at: 416 Sixth Street South.
- October 4 - Rodded plugged sewer at: 612 First Street South.
- October 6 - Flushed plugged sewer at: 59 Drewry Drive.
- October 8 - Cleared plugged sewer at: 1129 Eighth Street North.
- October 10 - Replaced grinder pump at: 1 Birchwood Place.
- October 11- Replaced grinder pump at: 34 Birchwood Crescent.
 - Replaced grinder pump at: 131 Rabbit Lake Road.
 - Rodded plugged sewer at: 1262 Heenan Place.
- October 12 - Rodded plugged sewer at: 140 Minto Street.
- October 17 - Rodded plugged sewer at: 208 Second Street North.
 - Replaced grinder pump at: 240 Rabbit Lake Road.
 - Replaced grinder pump at: 308 Rabbit Lake Road.
- October 18 - Replaced grinder pump at: 308 Rabbit Lake road.
 - Roded plugged sewer at: 217 Seventeenth Street South.
- October 25 - Rodded plugged sewer at: 103 Minto Crescent.
 - Flushed plugged sewer at 1292 Heenan Place.

- October 27 - Rodded plugged sewer at: 13 Mellick Avenue.
- October 31 - Rodded plugged sewer at: 310 Sixth Street South.

3.1.3. Water Thaws:

	October 2015	October 2016
City	0	0
Private	0	0

3.2 Training

- Biman Paudel attended the Heart and Stroke Foundation’s webinar on “Medication Management”.
- Ray Lindquist attended the NW Water and Wastewater Conference in Thunder Bay.
- All available staff attended annual Health and Safety Refresher Training.

3.3 Water Quality Complaints

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

- The complaint was related to odour. For further detail see Item 2.5.

3.4 Boil Water Advisory(s) - 2016

Date and Location:

- October 6th – Five residents on Matheson Street South, seven residents on First Street South, three residents on Pine Portage Road and one resident on River Drive.

3.5 Other Information

- MOECC had its annual inspection of Kenora Drinking Water System. For this year it was unannounced “focused” inspection on treatment and distribution components.

4.0 Wastewater Treatment Plant

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

4.2 Weekly Bacteriological Samples

- 4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out October 19th, 2016 - Results: (also Sludge Cake Metal Analysis).
- a. Total BOD (biological oxygen demand) Raw Sewage: 88 [mg/L]
 - b. Total BOD Final Effluent: 6.6 [mg/L] - limit is 25 [mg/L].
 - c. Total Suspended Solids Raw Sewage: 105 [mg/ L]
 - d. Total Suspended Solids Final Effluent: 21.7 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on October 5, 12, 19, 26th, 2016 - Results: Organisms/100 ml
- a. Geometric Means from samples in June: 11.6 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 leaves the plant with a geometric mean of 11.6 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 86% and the Plant reduction of suspended solids is 79%.

4.3 Maintenance

- 4.3.1. Sludge Press maintenance.
- 4.3.2. U.V. Bank A quarterly maintenance.
- 4.3.3. Change gear oil on south screw pump.
- 4.3.4. Grease 204 tandem truck.
- 4.3.5. Lakeside Process Controls here to evaluate V- notch at effluent.
- 4.3.6. Electrician replacing faulty lighting in 300 building with LED fixtures.
- 4.3.7. Washout repaired between 100 and 300 building by Roads crew.
- 4.3.8. Contact zone cleaning.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- October 5th, 2016 - Workplace Health & Safety inspection completed.

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2016**

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	208502	190747	202796	188562	183537	172325	187086	190135	171400	171269			1866359
Maximum Daily Influent Flow	m ³ /day	7677	7223	7586	7125	6852	6627	7230	6691	6623	6717			70351
Minimum Daily Influent Flow	m ³ /day	5931	5835	5502	5090	4275	5020	5440	5316	4840	4870			52119
Average Daily Influent Flow	m ³ /day	6726	6577	6542	6285	5921	5744	6035	6133	5713	5525			61201
Maximum Daily Instantaneous Influent Flow	m ³ /day	17837	16448	16668	16601	18019	18190	18834	21891	23702	18122			186312
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	195159	177617	188007	174382	169242	159299	173197	176498	157916	158812			1730129
Maximum Daily Effluent Flow	m ³ /day	7234	6727	7246	6763	6446	6044	6764	6230	6071	6155			65680
Minimum Daily Effluent Flow	m ³ /day	5591	5423	5147	4701	4101	4561	4908	4963	4299	4449			48143
Average Daily Effluent Flow	m ³ /day	6295	6125	6065	5813	5459	5310	5587	5693	5264	5123			56734
Plant Meter Reading	m ³ /month	5677	5293	5489	5145	5126	4889	5084	4975	4569	4764			
Compensated Total Effluent Flow	m ³ /month	189482	172324	182518	169237	164116	154410	168113	171523	153347	154048			1679118
Samples														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		4	5	4	4	5	4	4	5	4	5			44
Number of Treated Samples Taken		4	5	4	4	5	4	4	5	4	5			44
Number of Distribution Samples Taken		24	30	24	24	30	24	24	30	24	30			264
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		10	2	0	10	6	2	24	2	4	8			68
WTP Callouts														
		3	5	2	0	7	9	7	3	2	1			39
Water Thaws														
	City	0	0	0	0	0	0	0	0	0	0			0
	Private	3	0	0	0	0	0	0	0	0	0			3
	Total	3	0	0	0	0	0	0	0	0	0			3

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2016

		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.	166,796	145,593	239,945	280,713	226,870	286,533	328,031	227,201	275,187	235,339			2,412,208
Maximum Daily Influent Flow	m ³ /day	5,929	5,737	15,435	21,452	10,379	18,398	16,858	9,680	15,160	9,192			128,220
Minimum Daily Influent Flow	m ³ /day	5,158	4,695	5,024	6,955	6,620	4,356	7,718	6,705	6,180	6,551			59,962
Average Daily Influent Flow	m ³ /day	5,380	5,020	7,740	9,357	7,318	9,551	10,582	7,329	9,173	7,592			79,042
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	172,152	153,306	243,436	277,099	214,676	259,909	306,709	214,133	261,648	224,345			2,327,413
Average Daily Flow	m ³ /day	5,553	5,286	7,852	9,236	6,925	8,664	9,894	6,905	8,721	7,237			76,273
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		4	4	5	4	4	5	4	5	4	4			43
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1			10
Number of Treated Samples Taken		4	4	5	4	4	5	4	5	4	4			43
Geometric Means (Bacti Samples)		20.6	50.7	26.3	27.5	13.7	36.09	108.8	55.6	11.4	11.6			362
Sludge Hauled to Landfill	m ³ /mon	217	183	247	205	285	251	205	148.2	228	148			2,117
<u>Callouts</u>														
		1	0	2	1	1	2	1	0	0	1			9

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2015

		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.	144,396	134,421	194,952	230,861	254,771	269,887	258,820	225,393	243,036	188,051	208,964	191,812	2,545,364
Maximum Daily Influent Flow	m ³ /day	5,394	6,498	9,959	9,344	15,511	10,641	14,077	11,561	15,007	7,748	11,346	7,035	124,121
Minimum Daily Influent Flow	m ³ /day	4,335	4,591	4,762	6,900	6,590	6,627	5,440	4,933	5,002	4,756	5,304	5,019	64,259
Average Daily Influent Flow	m ³ /day	4,657	4,800	6,288	7,695	8,218	8,996	8,349	7,270	8,101	6,066	6,965	6,187	83,592
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	162,455	149,972	207,330	223,434	239,084	244,987	241,596	215,215	226,475	182,772	203,647	193,089	2,490,056
Average Daily Flow	m ³ /day	5,240	5,356	6,688	7,448	7,712	8,166	7,793	6,942	7,549	5,895	6,788	6,229	81,806
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		5	5	4	5	4	4	5	4	5	4	4	5	54
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		6	5	4	4	4	4	5	4	4	4	4	5	53
Geometric Means (Bacti Samples)		11.9	18.6	49.5	13.1	36.4	46	52	25.2	7.8	11.9	10	46.3	329
Sludge Hauled to Landfill	m ³ /mon	240	160	274	171	217	171	194	160	217	171	182	194	2,351
<u>Callouts</u>														
		2	1	0	2	6	2	4	7	7	4	1	2	38



PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

January 2017

As National Alzheimer Awareness Month in and for the
City of Kenora and request its observance as such by our
citizens.

Proclaimed at the City of Kenora
this 20th day of December, 2016



His Worship Mayor David S. Canfield

