



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, January 19, 2016
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Roussin

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:

- Adopt a new Tariff of Fees and Charges By-Law to give effect to new Museum Boardroom rental rates outlined in Schedule "B" of the bylaw

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 Meeting held December 15, 2015

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 District Home for the Aged Board
- A member will be appointed to the Kenora Public Library Board

9. Reports from Committee of the Whole

9.1 Corporate Services & Strategic Initiatives

- Authorize an amendment to the contract with Lake of the Woods Community Foundation for use of City's portion of the Community Fund
- Accept the Balanced Scorecard Measurement document for monitoring of Strategic Plan
- Approve Section 357 tax adjustments
- Authorize a set fine application for By-law #6-2006 (Extension Cord By-law)
- Authorize a set fine application for Part II of By-law #180-2015 (Traffic By-law)
- Authorize a set fine application for Part I of By-law #180-2015 (Traffic By-law)

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- No Reports

9.4 Community & Development Services

- Adopt a new Tariff of Fees and Charges By-law (Museum Boardroom rental rates)
- Authorize an agreement of purchase and sale of property (Gagne)
- Authorize a request to purchase Municipal property (Montero)
- Accept the Black Sturgeon Lake Water Quality Report

10. Housekeeping Resolutions

- Accept the November 2015 Financial Statements
- Various Committee Minutes
- Amend Outdoor Wood Burning Appliances By-law #118-2004
- Accept the Water and Wastewater Systems Monthly Summary – November 2015
- Authorize an agreement for janitorial services for City facilities

11. Tenders

- Keewatin Channel Bridge Rehabilitation

12. By-laws

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

- Confirmatory
- Tariff of Fees and Charges Bylaw
- Sale of Lands agreement (Gagne)
- Outdoor Wood Burning Appliances Bylaw
- Janitorial Services Agreement

13. Notices of Motion

14. Proclamations

15. Announcements (non-action)

16. Adjourn to Closed

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

- i) Education and Training (1 item)
- ii) Personal Matter about an Identifiable Individual (1 item)

17. Close 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**.



January 4, 2016

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: November 2015 Monthly Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as November 31, 2015.

Background:

Attached for your information, please find the November 2015 summary expenditure statements for the City of Kenora, the Council department, travel statements for Council and a schedule of user fees.

Overall:

- Expenses to the end of November are slightly better than budget.
- User fee revenues to the end of November are slightly below budget.

Expenditures:

- At the end of November, the year is eleven twelfths finished. Assuming that expenditures are relatively level for the year, a result of (8%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government preliminary results appear to be slightly under budget with only 10% of the expense budget unspent. It is expected to be more under budget after year-end adjustments are made.
The Administrator's Office appears to be over budget but this is due to the contracted service invoices from Clearlogic together with other recruitment related expenses, but these will be offset by a release from reserves either as per budget amendment and / or as authorized under City policy. The release will not show on this report.
Finance is under budget despite the overage in Assessment Office Charges that is due only to timing.
Council travel is under budget to the end of November with 11% of the year's budget remaining to be spent.
- **Protection** – The Protection Department expenditures are overall slightly under than budget with 10% remaining to be spent.
OPP is over budget due a change in their billing statements for 2015. This will be offset by a release from reserves which will not show on this report.
- **Transportation** – The Transportation Department expenditures are overall under budget with 12% remaining to be spent.
Roads maintenance for paved, surface treated and loosetop roads are over budget. These overages are currently being offset by the winter control budget.

Line painting (part of Safety Devices Maintenance) has spent more than the entire year's budget. It is expected that this overage will be offset by other underages in the transportation area.

Conventional Transit expenses are over budget due at least in part to an unplanned engine replacement, which will be offset by a release from reserves per a budget amendment. The release will not show on this report.

Roads insurance expenses already exceed the annual budget due to more settlements than expected.

The maintenance budget for paved roads is over budget due in part to Patching & Washouts and Sweep/Clean/Flush which has spent more than the annual budget.

Winter control only has 36% of the 2015 budget remaining, but this is expected due to the timing of these expenses. For a comparison, it was at 16% over spent at this time last year. There will also be a small adjustment to improve these results during year end to record some sand and salt inventory that appears as expense in these numbers.

PW Barsky Facility is under budget despite to additional work to the training room.

Engineering is under budget despite the timing of the purchases of Trimble survey equipment and the full year for the ESRI GIS license.

- **Environmental** – The Environmental Department expenditures are overall under budget with 16% remaining to be spent.

Kenora Sanitary is under budget despite an insurance claim settlement.

Sewer Lift Stations are under budget despite unplanned grinder pump costs.

Kenora Waterworks is under budget despite the purchase of two new handheld meter reading devices to replace current equipment that was beyond economical repair.

The Water Treatment Plant appears to be under budget but this is due at least partly to the timing of the Payment in Lieu (like property taxes) charges that have not posted yet.

- **Health expenditures** – Health expenditures are on budget.
- **Social and Family** – Social and Family expenditures appear to be over budget but this is due to the timing of the transfers to the Home for the Aged. By year-end, these expenditures will be on budget.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are overall under budget with 12% remaining to be spent.

KRC External Facilities appear to have spent more than the entire 2015 budget already due to the resurfacing of the tennis courts. Offsetting grant money from the Community Foundation is expected, but even when it does arrive, it will not be included in this expense report.

KRC Thistle Arena is over budget due to several unforeseen issues including metal gates and mesh to the Zamboni entrance due to a safety concern, the failure and repair of the overhead door and then a sewer backup for which only some costs are covered by insurance.

Harbourfront appears to be over budget but this is due to the timing of the contract for flower beds, shrub beds and garden planting and maintenance.

- **Planning & Development** – Planning & Development expenditures are overall under budget with 14% remaining to be spent.

User Fees:

- Overall, user fees are almost meeting budget projections with 9% of the budget still to be collected.
- The following areas are better than budget: Transportation, and Planning & Development.
- The following areas are meeting or lagging to budget: General Government, Protection, Environmental and Recreation & Culture.

Please let me know if you have any questions, or would like to see any of the department statements in further detail.

Strategic Plan or other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.



December 30, 2015

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:

- January 6, April 7, June 2, November 3 & December 1 – Kenora Urban Trails Committee
- September 9, October 14 & November 12 – Accessibility Advisory Committee
- December 8 & 17 – Event Centre Committee
- December 17 – Lake of the Woods Museum Board; and

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

- October 8 – Kenora District Services Board
- November 4 – Kenora Police Services Board
- October 27 & November 24 – District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



December 23, 2015

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Bylaw Amendment to By-Law 118-2004; a By-Law to Regulate the Location and Installation of Outdoor Wood Burning Appliances in the City of Kenora.

Background Information:

This By-Law was developed in 2004 to amalgamate the By-Laws for the former Towns of Kenora, Keewatin and Jaffrey Melick, each had developed By-Laws that would govern the installation of Outdoor Wood Furnaces. This Minor By-Law Amendment is in relation to the City of Kenora Zoning By-Law changes, and are required to ensure that the Zoning changes are reflected in the Outdoor Wood Burning Appliance By-Law. The following information are the requested changes from the Zoning By-Law:

3.13.7 Outdoor Wood Burning Furnaces

Where an outdoor wood stove or furnace is established for heating of the primary building or structure, it shall be considered as part of such building or structure and shall conform to the provisions of the Forest Fires Prevention Act, and the City of Kenora Outdoor Wood Burning Appliances By-law, as amended and all yard requirements of the applicable zone. Outdoor wood burning furnaces are subject to the following provisions:

- a) Shall be permitted only in the RR and RU zones;
- b) May only be installed on lots having an area of 1.0 hectares or greater;
- c) Shall be supported by a non-combustible base or foundation that is designed according to the manufacturer's instructions to support the weight of the appliance. The base must in all cases extend a minimum of 0.3 m in all directions from the appliance on all sides;
- d) The top of the chimney for an appliance using solid fuel and installed and erected outdoors shall be a minimum of 5 m above the adjacent ground and shall be equipped with a spark arrestor and a rain cap;
- e) Shall be located at least 15 m from any property line;
- f) Shall be located at least 3 m from any trees or non-habitable structures;
- g) Shall not be located in a front yard.

Resolution for Council:

That Council gives three readings to a by-law to amend By-law Number 118-2004, a By-Law to regulate the Location and Installation of Outdoor Wood Burning Appliances in the City of Kenora, as per section 3.13.7 of the Zoning Bylaw.

Briefing By: Todd Skene, Fire Chief, Emergency Services Manager

Bylaw Required: Yes

THE CORPORATION OF THE CITY OF KENORA

BY-LAW NUMBER 118-2004

**A BY-LAW TO REGULATE THE LOCATION AND INSTALLATION OF
OUTDOOR WOOD BURNING APPLIANCES IN THE CITY OF KENORA**

WHEREAS Section 125 of the Municipal Act 2001, provides for the regulation of location and installation of outdoor wood burning appliances; and

WHEREAS Council of the City of Kenora deems it necessary to regulate the location and installation of these heating appliances;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the City of Kenora enacts as follows:

1. DEFINITIONS

In this By-Law:

- (a) **“Chief Building Official”** shall mean the Chief Building Official for the City of Kenora appointed by By-Law pursuant to the Building Code Act.
 - (b) **“Appliance”** means an outdoor wood-burning appliance situated outside of the main building, which it is intended to heat, using solid fuel for combustion.
2. No appliance shall be erected or installed or replaced unless a building permit for such purpose has been obtained from the Chief Building Official.
3. No appliance shall be permitted unless the Canadian Standards Association or other accredited test authority or laboratory has certified such appliance; and further that such accredited test authority or laboratory has certified any electrical component for use. The absence of a certification label shall be evidence that the components have not been certified.
4. Appliances shall not be permitted in the following Zones as in accordance with the City of Kenora’s existing Comprehensive Zoning By-Law or as amended from time to time:
- i) R1
 - ii) R2
 - iii) R3
 - iv) RM

5. No appliance shall be permitted to be installed in any other Zone unless the property wherein the appliance is installed is .8 hectares or greater in size.
6. An appliance using solid fuel and installed or erected outdoors shall be supported by a non-combustible base or foundation constructed so as to adequately support the weight of the appliance.
7. The dimensions of the base or foundation for an appliance using solid fuel and installed or erected outdoors shall be in accordance with the manufactures instructions; notwithstanding such instructions, such base or foundation shall extend a minimum of 300mm beyond the appliance on all sides.
8. The top of the chimney for an appliance using solid fuel and installed and erected outdoors shall be a minimum of 5 metres above the adjacent ground and shall be equipped with a spark arrestor and a rain cap.
9. The appliance installed or erected outdoors shall be located no less than 15 metres from any property line.
10. The appliance installed or erected outdoors shall be located no less than 15 meters from an habitable structure including habitable structure on adjacent properties.
11. The appliance installed or erected outdoors shall be located no less than 3 meters form any trees or non-habitable structures.
12. The appliance installed or erected outdoors shall be located no less than 15 meters in perpendicular distance from any Provincial Highway right of way.
13. No appliance requiring electrical connection shall be used until such appliance has be inspected by an Electrical Safety Authority or designated Electrical Contractor and further that such appliance is in compliance with the provisions as set out in the Electrical Code.

FUEL STORAGE

1. Storage facilities for fuel for an appliance installed or erected outdoors shall be located no less than 3 meters form the appliance

and the area around the storage facility and the appliance shall be kept free of combustible matter at all times.

EXEMPTIONS

1. The provisions of this By-Law shall not apply to the continued use of any appliance that does not conform to this By-Law provided that it was lawfully installed or erected pursuant to By-Law L52/93, By-Law 69-A-93 or By-Law 93-020. Such appliance shall not be replaced unless the installation of such appliance conforms to the provisions as set out within this By-Law.

VALIDITY

1. Where a provision of this By-Law conflicts with the provision of another By-Law in force within the municipality, the provision that establishes the higher standard to protect the safety of the general public shall prevail.

SEVERABILITY

1. Should any section, subsection, clause or provision of this By-Law be declared by a Court of competent jurisdiction to be invalid the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

ADMINISTRATION AND ENFORCEMENT

1. This By-Law shall apply to all property within the limits of the municipality.
2. Any Peace Officer or Officer of the Corporation or Officer of the Crown may enforce the provisions of this By-Law.
3. Any person who contravenes any provisions of the By-law is guilty of an offense and is liable upon conviction, to a fine of not more than Two Thousand Dollars (\$2000.00) exclusive of recoverable costs under the Provincial Offences Act.
4. This By-Law shall come into effect upon final reading thereof.

REPEAL

1. By-Laws L52/93, 69-A-93 and 93-020 are hereby repealed.

**BY-LAW READ A FIRST AND SECOND TIME THIS 27TH DAY OF
SEPTEMBER, 2004.**

**BY-LAW READ A THIRD AND FINAL TIME THIS 27TH DAY OF
SEPTEMBER, 2004.**

THE CORPORATION OF THE CITY OF KENORA

MAYOR

David Canfield

CLERK

Joanne McMillin

THE CORPORATION OF THE CITY OF KENORA

BY-LAW NUMBER _____ - 2016

**A BY-LAW TO REGULATE THE LOCATION AND INSTALLATION
OF OUTDOOR WOOD BURNING APPLIANCES IN THE CITY OF KENORA**

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- i) RR
 - ii) RU

5. No appliance shall be permitted to be installed in any other Zone unless the property wherein the appliance is installed is .8 hectares or greater in size.
6. An appliance using solid fuel and installed or erected outdoors shall be supported by a non-combustible base or foundation constructed that is designed according to the manufacturer's instructions, to support the weight of the appliance.
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12. The appliance installed or erected outdoors shall be located no less than 15 meters in perpendicular distance from any Provincial Highway right of way.
13. No appliance requiring electrical connection shall be used until such appliance has been inspected by an Electrical Safety Authority or designated Electrical Contractor and further that such appliance is in compliance with the provisions as set out in the Electrical Code.
14. Shall not be located in a front yard.

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ADMINISTRATION AND ENFORCEMENT

1. This By-Law shall apply to all property within the limits of the municipality.
2. Any Peace Officer or Officer of the Corporation or Officer of the Crown may enforce the provisions of this By-Law.
3. Any person who contravenes any provisions of the By-law is guilty of an offense and is liable upon conviction, to a fine of not more than Two Thousand Dollars (\$2000.00) exclusive of recoverable costs under the Provincial Offences Act.
4. This By-Law shall come into effect upon final reading thereof.

REPEAL

1. By-Laws 118-2004 are hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS TH DAY OF , 2016.

BY-LAW READ A THIRD AND FINAL TIME THIS TH DAY OF , 2016.

THE CORPORATION OF THE CITY OF KENORA

_____MAYOR
David Canfield

_____CLERK
Heather Kasprick



December 17, 2015

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: 2015 Water & Wastewater Systems Monthly Summary Report - November

Background Information:

The Water and Sewer Department 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 Department recommends that Council accept the 2015 Water and Wastewater Systems Monthly Summary Report for November.

Resolution for Council:

That Council of the City of Kenora hereby accepts the November 2015 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Briefing By: Richard Perchuk, Operations Manager

Bylaw Required: N/A

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

November 2015

Prepared by: Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, ORO, Water Treatment Plant
Gord St. Denis, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of November 2015 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

2.0 Water Treatment Plant

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

2.2 Weekly Bacteriological Samples

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

Sampling was conducted on the following dates:

- Nov 2nd
- Nov 9th
- Nov 16th
- Nov 23rd
- Nov 30th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Completed plumbing and installation of new polymer pumps.
- Changed peristaltic hose in alum pumps.
- Replaced #2 air scour valve and actuator.

2.4 Training

All operators attended four days of CEU training. Course topics were Diligence in Drinking Water Operations, Ultraviolet Light Treatment of Drinking Water, Reading Technical Drawings, and Customer Service.

2.5 Water Quality Complaints

There was one complaint in the month of November. Customer complained of discolored water and sediment in their system after an abnormally large volume of

water was used downstream of them in a short period of time. This occurred during the swabbing of a new water main at a construction site. After flushing their taps the water cleared and the chlorine residual was checked and determined to be adequate.

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

3.1 Maintenance

3.1.1. Water Distribution

- November 12 – Dug and repaired water service at: 708 ½ Park Street.
- November 13 – Replaced curb box at: 229 St Clair Street.
- November 16 – Dug and Replaced curb box at: 607 Second Street South.
- November 26-27 – Dug and repaired broken watermain at: Front of Safeway near
the bridge.

3.1.2. Wastewater Collection

- November 2 – Rodded plugged sewer at: 1415 Ontario Street.
- November 7 – Rodded plugged sewer at: 332 Ninth Avenue South.
- November 8 – Rodded plugged sewer at: 726 Second Street South.
- November 9 – Dug and repaired broken sewer at: 401 Third Street South.
- November 13 – Televised and rodded sewer service at: 827 Fifth Avenue South.
- November 19 – Rodded plugged sewer at: 1422 Hwy 17 E.
- November 26 – Rodded plugged sewer at: 1030 Railway Street.
- November 27 – Dug and repaired sewer forcemain at: 418 Rabbit Lake Road.
- November 28 – Rodded plugged sewers at: 730 Second Street South and 140 Minto Crescent.

3.1.3. Water Thaws:

City Property: 0
Private Property: 0

3.2 Training

- November 3- 4 – All staff in the Water and Sewer Department attended one-day Walkerton’s Training Course on “Safe Drinking Water – Lessons from Outbreaks”
- November 5 – All staff in the Water & Sewer Department attended Walkerton’s mandatory Training on “Diligence in Drinking Water Operations”.
- November 6 – Ray Lindquist and Biman Paudel attended Walkerton’s Training on “UV Disinfection of Drinking Water”.
- November 9-13 – Mike Derouard, Jim Bell, Leland Parker, Dwayne German, Craig Robinson, Jed Alcock and Biman Paudel attended two-days of First Aid and CPR training.
- November 17-18 - All staff in the Water & Sewer Department attended XCG Training on “Understanding Technical Drawings and Specifications”.
- November 19-20 - All staff in the Water & Sewer Department attended XCG Training on “Customer Service for Water and Wastewater Operations”.
- November 26 – Biman Paudel attended one-day Clear Logic’s Training on “Problem Solving and Conflict Resolution”.
- November 30 – Biman Paudel attended Health and Safety Certification Part 1 Basic.

3.3 Water Quality Complaints

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

- The complaint was related to discoloured water and sediment. For further detail see Item 2.5.

3.4 Boil Water Advisory(s) - 2015

Date and Location:

- November 7th – 1 resident on Lakeview Drive (Cameron Bay).

3.5 Other Information

- Biman Paudel attended Walkerton’s Client Consultation Meeting in Thunder Bay on November 24, 2015.

4.0 Wastewater System

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

4.2 Weekly Bacteriological Samples

- 4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out November 25th, 2015 - Results: (also Sludge Cake Metal Analysis).
- a. Total BOD (biological oxygen demand) Raw Sewage: 200 [mg/L]
 - b. Total BOD Final Effluent: 5.9 [mg/L] - limit is 25 [mg/L].
 - c. Total Suspended Solids Raw Sewage: 418 [mg/ L]
 - d. Total Suspended Solids Final Effluent: 9.0 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on November 4,12,18,25, 2015 - Results: Organisms/100 ml
- a. Geometric Means from samples in October: 10.0 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 10.0 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 97% and the Plant reduction of suspended solids is 98%.

4.3 Maintenance

- 4.3.1 Repaired two electric heaters. (City electrician Mark Prefontaine)
- 4.3.2. Ordered 96 Quartz lamp sleeves for UV disinfection system.
- 4.3.3. Pumped out and inspected with camera 300 building sump floor drain.
- 4.3.4 Primary digester tanks covered with 2x8 treated lumber for safety and heat retention.
- 4.3.5. Trial run started on new polymer for sludge filter presses.
- 4.3.6. Sludge press maintenance.
- 4.3.7 Cleaned and greased Bank A UV System.

4.4 Training

- 4.4.1. UV Training: Gord St. Denis, Ray Hanstead and Darryl Wilson
- 4.4.2. Customer Service Training: Ray Hanstead,
- 4.4.3. Technical reading of Shop Drawings: Ray Hanstead, Darryl Wilson
- 4.4.4. Health & Safety Certification Training: Darryl Wilson
- 4.4.5. Health & Safety Policy reviewed with staff

4.5 Other Information

November 10th, 2015 - Workplace Health & Safety inspection completed.

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2014**

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	195295	186497	248794	270818	245075	226789	238096	243506	224944	229476	227278	249220	2785788	
Maximum Daily Influent Flow	m ³ /day	7822	8775	10059	11671	8790	9031	9129	9745	9017	8938	9072	12107	114156	
Minimum Daily Influent Flow	m ³ /day	5277	5889	6532	7655	6920	6529	5683	6269	6199	6394	6387	6600	76334	
Average Daily Influent Flow	m ³ /day	6300	6661	8026	9027	7906	7560	7681	7855	7498	7402	7576	8039	91531	
Maximum Daily Instantaneous Influent Flow	m ³ /day	18722	18720	18437	18654	19226	22039	19926	19778	22076	23893	18714	18347	238532	
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /month	182996	173656	233343	254575	228915	212748	224576	228980	211263	217343	216430	236830	2621655	
Maximum Daily Effluent Flow	m ³ /day	7513	8199	9418	10903	8418	8278	8743	9297	8405	7895	8761	11841	107671	
Minimum Daily Effluent Flow	m ³ /day	4996	5499	6072	7255	6228	6236	5301	5768	5769	5976	5954	6122	71176	
Average Daily Effluent Flow	m ³ /day	5903	6202	7527	8486	7384	7092	7244	7386	7042	7011	7214	7640	86131	
Samples															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken		5	4	5	4	4	4	5	4	5	4	4	5	53	
Number of Treated Samples Taken		5	4	5	4	4	4	5	4	5	4	4	5	53	
Number of Distribution Samples Taken		30	24	30	24	24	24	30	24	30	24	24	30	318	
<u>Boil Water Advisory Bacteriological</u>															
Number Taken		6	22	23	43	10	60	65	20	18	18	22	26	333	
Callouts															
Major		0	0	0	0	0	0	0	0	0	0	0	0	0	
Minor		1	1	2	5	10	6	11	8	1	7	2	0	54	

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2015

		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	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			2,353,552
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			117,086
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			59,240
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			77,405
<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			2,296,967
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			75,577
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	5	4	5	4	4	5	4	5	4	4			49
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1			11
Number of Treated Samples Taken		6	5	4	4	4	4	5	4	4	4	4			48
Geometric Means (Bacti Samples)		11.9	18.6	49.5	13.1	36.4	46	52	25.2	7.8	11.9	10			282
Sludge Hauled to Landfill	m ³ /mon	240	160	274	171	217	171	194	160	217	171	182			2,157
<u>Callouts</u>															
		2	1	0	2	6	2	4	7	7	4	1			36

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2014

		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
Wastewater Plant Flows															
<u>Influent Flow</u>															
Total Influent Flow	m ³ /mon.	142,528	137,211	191,815	419,112	430,462	344,643	320,891	247,429	206,070	200,876	177,676	156,545		2,975,258
Maximum Daily Influent Flow	m ³ /day	5,997	6,583	8,885	22,642	26,535	17,257	13,119	11,944	8,271	8,234	6,906	6,697		143,070
Minimum Daily Influent Flow	m ³ /day	3,526	4,000	5,095	6,407	9,813	8,583	7,156	6,001	5,834	6,015	5,016	4,087		71,533
Average Daily Influent Flow	m ³ /day	4,597	4,900	6,187	13,970	13,885	11,488	10,351	7,981	6,869	6,480	5,923	5,049		97,680
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	182,301	176,061	238,125	449,349	451,366	366,151	345,084	245,938	196,674	193,378	175,304	166,685		3,186,416
Average Daily Flow	m ³ /day	5,880	6,287	7,937	14,978	14,560	12,205	11,131	7,933	6,555	6,238	5,843	5,376		104,923
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	4	4	5	4	4	5	4	4	5	4	5		53
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	5	6	5	5	5	5	5	5	5	5		62
Geometric Means (Bacti Samples)		18.7	33.1	6.22	85.1	25.1	329.3	26.7	8.6	13.8	2.1	100.3	47.6		697
Sludge Hauled to Landfill	yds/mon.	300	344	405	315	345	255	285	225	270	270	360	255		3,629
<u>Callouts</u>															
		9	2	3	0	8	8	8	10	9	15	1	2		75



January 5, 2015

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Janitorial Services Agreement

Background Information:

Janitorial services for our various City facilities are provided on a contract basis which is re-tendered every three (3) years. The janitorial service provider is responsible for all labour, materials and equipment necessary for the execution of works to the specifications as outline in the 2016-2018 Janitorial Services Contract, and completed at the following City facilities: City Hall, Operations Centre, OPP Detachment Highway 17E, Kenora Public Library, Kenora Recreation Centre, Lake of the Woods Discovery Centre and the Kenora Transfer Station.

At the December 15, 2015 Council meeting, Council approved the tender for the 2016-2018 janitorial services for the City of Kenora facilities. This tender was awarded to Reliable Window Cleaners (Sudbury) Limited o/a Reliable Cleaning Services in the amount of \$585,762.91 (plus HST).

The agreement is now ready for execution between Reliable Cleaning Service and the City and to attached an appropriate bylaw.

Resolution for Council:

That Council gives three readings to a bylaw authorizing an agreement between the Corporation of the City of Kenora and Reliable Cleaning Services for a three year term for cleaning services for City facilities in the amount of \$585,762.91 (plus HST); and further

That the agreement includes all schedules and addenda outlined in the invitation to tender submission and the proposal submitted by Reliable Cleaning Services.

Briefing By: Heather Kasprick, Manager of Legislative Services
James Tkachyk, Parks & Facilities Team Lead

Bylaw Required: yes