



**AGENDA**  
**Regular Meeting of Council**  
**of the City of Kenora**  
**Tuesday, March 15, 2016**  
**12:00 p.m.**  
**City Hall Council Chambers**

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**1. Call to Order**

**2. Blessing** – Councillor Wasacase

**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 will include \$22,333.34 (plus HST) under the 2016 Water and Sewer 2016 Capital Budget

**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 February 16, 2016
- Special Meeting held February 19, 2016

**6. Presentations/Deputations**

Approximately five (5) minutes per person/group.

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

**8. Appointments**

- None

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

**9.1 Corporate Services & Strategic Initiatives**

- Kenora Baseball League Community Foundation Application
- Pre Budget Submissions Support

## 9.2 Fire & Emergency Services

- No Reports

## 9.3 Operations & Infrastructure

- Sewage Pump Emergency Replacement
- Traffic Amendment – Valley Drive – No Parking
- Traffic Amendment – Beach Road – Rate of Speed

## 9.4 Community & Development Services

- Request to Purchase Municipal Property - Watson

## 10. Housekeeping Resolutions (direct to Council)

- 2015 Kenora Drinking Water System Summary Report
- 2015 Contracts & Expenditures Approved
- Investment Report including Citizen's Prosperity Trust Fund
- 2015 Council Remuneration
- Natural Gas Service Expansion
- Health & Safety Policy Statement Endorsement
- Various Committee Minutes
- January 2016 Water & Wastewater Systems Monthly Summary
- Weed Inspector Appointment

## 11. Tenders

None

## 12. By-laws

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

- Confirmatory
- Traffic Amendment – No Parking Valley Drive
- Traffic Amendment – Rate of Speed Beach Road
- Appoint a Weed Inspector

## 13. Notices of Motion

## 14. Proclamations

- World Autism Awareness Day, April 2<sup>nd</sup>
- Be a Donor Month - April

## 15. Announcements (non-action)

## 16. Adjournment of 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



February 17, 2015

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

**Agenda Item Title:** 2015 Kenora Drinking Water System Summary Report

### **Background Information:**

In accordance with the Safe Drinking Water Act, 2002 – O. Reg. 170/03 under Schedule 22 it is the responsibility of the Water & Sewer Department to provide a Summary Report of the water system to the Municipal Council no later than March 31<sup>st</sup> of each year after 2003.

The Kenora Water Treatment Plant and Distribution System recorded three (3) non-compliance issues under the Safe Drinking Water Act from January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2015 as identified in the Ministry of the Environment and Climate Change 2015 Water System Inspection. No actions were sought for the first two issues as they were dealt with before the final report. Compliance was achieved on the remaining third issue on February 3, 2016. The attached Report, submitted by Biman Paudel details the duration of the issue and corrective action taken to bring the City of Kenora's drinking water system into compliance. The three (3) non-compliance issues are as follows:

1. Records did not confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.
2. The secondary disinfectant residual was not measured as required for the distribution system.
3. The following instance(s) of non-compliance were also noted during the inspection:

"O. Reg 128/04, section 27.(4) states: "A person who makes an entry in a log or other record-keeping mechanism shall do so in a manner that permits the person to be unambiguously identified as the maker of the entry."

"On numerous days during the inspection review period, up to four operators made entries into the WTP logbook; however, there was no way of identifying who made the entry (i.e. no initials or signatures).

There were no recommendations and best practice issues identified during the inspection period.

The City of Kenora has received an inspection rating of 91.67% for 2015. The rating for 2014 was 100%. The MOECC's "Application of Risk Methodology" included within the Report states: "It is important to be aware that an inspection rating that is less than 100 percent does not mean that the drinking water from the system is unsafe. It just shows the areas where a system's operation can improve."

**Budget/Finance Implications:** N/A

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

Resolution required.

Distribution: R. Perchuk, B. Paudel, MOECC local (Aaron Causyn)

**Strategic Plan or other Guiding Document:**

Goal #2 Strengthen Our Foundations

2-13 The City will continue to advance our leadership position as “Stewards of the Lake” and “Stewards of the Land” by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.

2-14 The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city.

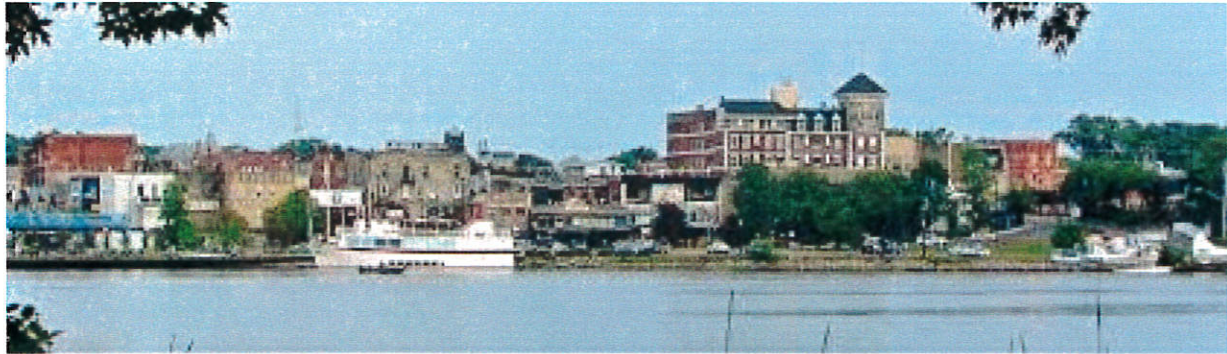
**Resolution for Council:**

That the Council of the City of Kenora hereby receives the 2015 Kenora Drinking Water System Summary Report, for the period January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2015, as prepared by Biman Paudel, Water and Sewer Supervisor.

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**Briefing By:** Richard Perchuk, Operations & Infrastructure Manager  
Biman Paudel, Water & Sewer Supervisor

**Bylaw Required:** No



**Kenora Drinking Water System**  
**2015 Summary Report**



Prepared by:  
**Biman Paudel**  
**Water and Sewer Supervisor**

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### **Appendix**

- List on Operators' Certificate and License.
- 2015- MOECC's Inspection Report for the Kenora Drinking Water System.
- Copy of MOECC's email on compliance of the issue.
- 2015- Annual Report including letter to Mr. and Mrs. Glen Larson (Rocky Heights).
- Certificate of Accreditation.
- Municipal Drinking Water Licence.
- Permit to take water.

## **Reporting Requirements of the Safe Drinking Water Act (SDWA), 2002**

In accordance with the Schedule 22 of O. Reg. 170/03 under Safe Drinking Water Act (SDWA), 2002, it is the responsibility of the Water and Sewer Department to provide a summary report of its water system to the Municipal Council no later than March 31 of each year. As per subsection 5 of section 22-2 under Schedule 22, such summary report for 2014 prepared and submitted on or before March 31, 2016 shall cover the activities done in water distribution and treatment in a period from January 1, 2015 to December 31, 2015.

The report must,

- (a) list the requirements of the Act, the regulations, the system's approval and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure; and
- (b) for each failure referred to in clause (a), describe the measures that were taken to correct the failure.

The report must also include the following information for the purposes of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- a) A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows and daily instantaneous peak flow rates.
- b) A comparison of the summary referred to in paragraph (a) to the rated capacity and flow rates approved in the systems approval.



# 2015 Summary Report

## Kenora Drinking Water System

### 1. Background

As required by the schedule 22 of O. Reg. 170/03 under SDWA 2002, this report gives the details on major activities carried out in Kenora Drinking Water System including both water distribution and water treatment plant for the period of January 1 – December 31, 2015. Water and sewer department submits monthly reports on its drinking water every month to the council. This report can be considered as a synopsis of all those 12 monthly reports submitted earlier.

### 2. Activities

The following tables include all the major maintenance and operational events that occurred through the whole year.

**Table 1: Water Quality Complaints**

Month	Number of complaints	Nature of complaints
January	1	<ul style="list-style-type: none"><li>Water from the hot water tank, and that it was air in the solution causing the cloudiness.</li></ul>
February	1	<ul style="list-style-type: none"><li>Faint blue color to water in bathtub. Chlorine residual was adequate and no other locations inside the building had similar issue. Probably the complaint was related to light reflecting in the washroom.</li></ul>
April	1	<ul style="list-style-type: none"><li>Cloudy, bad testing odor. Chlorine residual was adequate and cloudiness was due to air coming out of solution in the water.</li></ul>
June	2	<ul style="list-style-type: none"><li>First one was with complaint of “fish guts” on customer's dishes after coming out of the dishwasher. Not noticeable in tap water. Residual chlorine was adequate.</li><li>Second was white cloudy water, residual chlorine was adequate and customer was explained possible reasons on white cloudy water.</li></ul>
August	1	<ul style="list-style-type: none"><li>Resident complained of an odor in the water. Residual chlorine was adequate and after flushing the hydrant everything was normal.</li></ul>
November	1	<ul style="list-style-type: none"><li>Customer complained of discolored water and sediment. This occurred during the swabbing of a new watermain at a construction site. After flushing their taps the water cleared and residual chlorine was adequate.</li></ul>
December	1	<ul style="list-style-type: none"><li>Customer complained of a bad taste in their water. Chlorine residual was adequate and everything found to be normal.</li></ul>

**Note:** Arrangement has been made to record all the water quality complaints at the water treatment plant regardless of where it is received. The total number of quality complaints is continued to be low as in 2014's total 5 complaints. None of the complaints had any health and safety concern.

**Table 2: Boil Water Advisories (BWAs)**

Month	Number of BWAs	Locations
January	1	<ul style="list-style-type: none"> <li>Valley Drive, Hillside Crescent and Currie Road.</li> </ul>
February	4	<ul style="list-style-type: none"> <li>Seventh Avenue South and River Drive.</li> <li>Pine Portage Road.</li> <li>Birchwood Place and Birchwood Road.</li> <li>Valley Drive, Hillside Crescent and Currie Road.</li> </ul>
March	1	<ul style="list-style-type: none"> <li>Birchwood Place and Birchwood Road.</li> </ul>
April	2	<ul style="list-style-type: none"> <li>First Street North.</li> <li>Fourth Street South and River Drive.</li> </ul>
May	3	<ul style="list-style-type: none"> <li>Coney Island.</li> <li>Dowsett Street, Mikado Avenue.</li> <li>Anicinabe Park.</li> </ul>
June	3	<ul style="list-style-type: none"> <li>Coney Island.</li> <li>Seventh Avenue South, First Street South and Park Street.</li> <li>Fifteenth Avenue North, Sixteenth Avenue North, Seventeenth Avenue North, Eighteenth Avenue North, Nineteenth Avenue North, Sixth Street North, Ninth Street North, Homestake road, Sunset Place, Sunrise Place, Airport Road, Park Avenue, Gerald Street and Clarence Street.</li> </ul>
July	3	<ul style="list-style-type: none"> <li>Ninth Street North, Homestake Road, Sunset Place, Sunrise Place, Airport Road, Park Avenue, Gerald Street and Clarence Street.</li> <li>Robertson Street and Ninth Street South.</li> <li>Ninth Street North and Valley Drive.</li> </ul>
August	1	<ul style="list-style-type: none"> <li>Heenan Place.</li> </ul>
October	1	<ul style="list-style-type: none"> <li>Lakeside Crescent, Third Avenue South, Poplar Lane, Chalet Lane, Golf Course Road, Bayridge Road, Glen Cameron Drive, Anicinabe park, Kenora Golf and Country Club.</li> </ul>
November	1	<ul style="list-style-type: none"> <li>Lakeview Drive.</li> </ul>
December	6	<ul style="list-style-type: none"> <li>Birchwood Place and Birchwood Road.</li> <li>Florence Avenue, Doner Avenue, Anne Crescent, Mary Lou Street.</li> <li>Doner Avenue, Anne Crescent.</li> <li>Sixth Avenue South, Seventh Avenue South, Sixth Street South.</li> <li>Robertson Street, Ninth Street South.</li> <li>Lakeside Crescent, Third Avenue South, Poplar Lane, Chalet Lane, Golf Course Road, Bay ridge Road, Glen Cameron Drive, Eighth Street South, Ninth Street South, Fourth Avenue South, Fifth Avenue South, Guelph Street, Anicinabe park, Kenora Golf and Country Club.</li> </ul>

**Note:** There were twenty six (26) BWAs issued in 2015, with the numbers about half of 2014's total fifty five (55). Less boil water advisories than previous years was due to decrease in number of major breaks.

**Table 3: Training**

Month	Course Title	Attendants	Remarks
January	<ol style="list-style-type: none"> <li>1. Statutory Standard of Care, SDWA – Section 19.</li> <li>2. Operation of Hilti Equipment.</li> <li>3. Employee and Family Assistance Program (EFAP).</li> <li>4. OIT Certification.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ray Lindquist and Biman Paudel</li> <li>2. All water and sewer staff.</li> <li>3. Biman Paudel.</li> <li>4. Bill Dixon got his OIT license.</li> </ol>	<ol style="list-style-type: none"> <li>1. ½ day Course.</li> <li>2. 3 hours.</li> <li>3. 2 hours.</li> <li>4. Job Requirement.</li> </ol>
April	<ol style="list-style-type: none"> <li>1. Walkerton “Water Quality Sampling and Monitoring”.</li> <li>2. Walkerton “Tapping of Water Mains”.</li> <li>3. Xylem’s training on “Operation and Maintenance of FLYGT Pumps”.</li> <li>4. Pre-trip Inspection of the vehicles.</li> </ol>	<ol style="list-style-type: none"> <li>1. All water and sewer staff and WTP operators.</li> <li>2. All water and sewer staff, and Ryan and Blair from WTP.</li> <li>3. Ray Lindquist, Dave King, Ray Lunam, Jim Bell and Mike Derouard.</li> <li>4. All water and sewer staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 day.</li> <li>2. 1 day.</li> <li>3. 1 day.</li> <li>4. ½ day.</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Walkerton “Internal Auditing for the Drinking Water Quality Management Standard”.</li> <li>2. Class I Certification.</li> </ol>	<ol style="list-style-type: none"> <li>1. Biman Paudel.</li> <li>2. Jim Bell.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2 days.</li> <li>2. Job Requirement.</li> </ol>
June	<ol style="list-style-type: none"> <li>1. Clearlogic trainings on: Developing an Empowered Work Force, Leadership and Communication, and Principles of Motivation.</li> <li>2. Mueller Canada’s “Fire Hydrant” Course.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ray Lindquist and Biman Paudel</li> <li>2. All water and sewer staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. Change Management Courses of ½ day each.</li> <li>2. ½ day.</li> </ol>
August	<ol style="list-style-type: none"> <li>1. Class I Certification.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mike Derouard</li> </ol>	<ol style="list-style-type: none"> <li>1. Job Requirement.</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Clearlogic training on Change Management.</li> </ol>	<ol style="list-style-type: none"> <li>1. All water and sewer staff including WTP operators.</li> </ol>	<ol style="list-style-type: none"> <li>1. ½ day.</li> </ol>
October	<ol style="list-style-type: none"> <li>1. Northwestern Ontario Water and Wastewater Conference.</li> <li>2. Class 2 Certifications.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ray Lindquist and Ryan Peterson attended.</li> <li>2. Dave King and Ray Lunam got their class 2 licences.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2 days.</li> <li>2. Job Requirement.</li> </ol>
November	<ol style="list-style-type: none"> <li>1. XCG’s trainings on: <ul style="list-style-type: none"> <li>• Understanding Technical Drawings and Specs.</li> <li>• Customer Service for water and wastewater operations.</li> </ul> </li> <li>2. Walkerton trainings on: <ul style="list-style-type: none"> <li>• Safe drinking water – Lessons from outbreaks.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. All water and sewer staff including WTP operators</li> </ol>	<ol style="list-style-type: none"> <li>1. Director approved water and wastewater courses.</li> <li>2. Director approved water and</li> </ol>

	<ul style="list-style-type: none"> <li>Diligence in drinking water operations.</li> </ul> <ol style="list-style-type: none"> <li>Walkerton training on UV disinfection of drinking water.</li> <li>First Aid and CPR Training.</li> <li>Clearlogic training on problem solving and conflict resolution.</li> <li>Certification Part 1 for JHSC.</li> <li>Walkerton Client Consultation Meeting.</li> </ol>	<ol style="list-style-type: none"> <li>All water and sewer staff including WTP operators.</li> <li>Ray Lindquist, Biman Paudel and all WTP Operators.</li> <li>Mike Derouard, Jim Bell, Leland Parker, Dwayne German, Craig Robinson, Jed Alcock and Biman Paudel.</li> <li>Biman Paudel</li> <li>Biman Paudel</li> <li>Biman Paudel</li> </ol>	<ol style="list-style-type: none"> <li>wastewater courses.</li> <li>Director approved water and wastewater course.</li> <li>2 days.</li> <li>1 day.</li> <li>1 day.</li> <li>½ day.</li> </ol>
December	<ol style="list-style-type: none"> <li>Training on Trench Safety and Traffic Protection Plan.</li> <li>Certification Part 1 for JHSC.</li> </ol>	<ol style="list-style-type: none"> <li>All water and sewer staff.</li> <li>Biman Paudel.</li> </ol>	<ol style="list-style-type: none"> <li>Job Requirement.</li> <li>1 day.</li> </ol>

**Note:** Total Training Courses- 20, total water related Courses- 10, and Certifications- 5, Conferences/meetings - 2; the courses were more focussed towards certification and renewal.

**Table 4: Water Thawing**

Month	Number of Thaws	Type
January	8	1 – City Property. 7 - Private Property.
February	34	23 – City Property. 11 – Private Property.
March	52	44 – City Property. 8 – Private Property
December	1	1 - Private Property.

**Note:** The total number of water thaws for the whole year was Ninety Five (95) less than half of 2014's total two hundred and twenty nine (229). With a relatively mild winter year and number of adjustments made in the system there were fewer cases of water freezing.

**Table 5: Watermain Breaks and Maintenance**

<b>Month</b>	<b>Number of Breaks</b>	<b>Locations</b>
January	4	<ul style="list-style-type: none"> <li>• 1102 Valley Drive.</li> <li>• 346 Seventh Avenue South.</li> <li>• Intersection of Pine Portage Road and Woods Drive.</li> <li>• Intersection of Pine Portage Road and Woods Drive (2<sup>nd</sup> time).</li> </ul>
February	4	<ul style="list-style-type: none"> <li>• 324-326 Seventh Avenue South.</li> <li>• 1116 Valley Drive.</li> <li>• 4 Birchwood Place.</li> <li>• 825 Fourth Street North.</li> </ul>
March	1	<ul style="list-style-type: none"> <li>• 3 Birchwood Place.</li> </ul>
April	6	<ul style="list-style-type: none"> <li>• 200 First Street North.</li> <li>• Intersection of Valley Drive and Hillside Crescent.</li> <li>• 1109 Fourth Street South.</li> <li>• 1 Dennis Street.</li> <li>• 342 Seventh Avenue South.</li> <li>• 521 Second Street South.</li> </ul>
May	4	<ul style="list-style-type: none"> <li>• 1 Donbrock Drive.</li> <li>• Cemetery.</li> <li>• Parts of Coney Island.</li> <li>• Anicinabe Park, and Parts of Coney Island.</li> </ul>
June	1	<ul style="list-style-type: none"> <li>• Coney Island.</li> </ul>
July	3	<ul style="list-style-type: none"> <li>• Intersection of Ninth Street North and Nineteenth Avenue North.</li> <li>• Robertson Street.</li> <li>• Intersection of Ninth Street North and Houghton Road.</li> </ul>
August	1	<ul style="list-style-type: none"> <li>• Backyard of 1246 Heenan Place.</li> </ul>
September	1	<ul style="list-style-type: none"> <li>• 307 Ottawa Street.</li> </ul>
October	1	<ul style="list-style-type: none"> <li>• Anicinabe Park.</li> </ul>
November	1	<ul style="list-style-type: none"> <li>• Front of Safeway near the bridge.</li> </ul>

December	6	<ul style="list-style-type: none"> <li>• Intersection of Mary Lou Street and Florence Avenue.</li> <li>• 608 Seventh Avenue South.</li> <li>• 101 Chipman Street.</li> <li>• 215 Seventh Street South.</li> <li>• 889 Fourth Avenue South.</li> <li>• 29 Main Street Rideout.</li> </ul>
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**Note:** The total number of watermain breaks repaired was thirty three (33). Number of watermain breaks also went down compared to that of 2014's total of fifty two (52).

**Table 6: Service Water Leaks and Maintenance**

<b>Month</b>	<b>Number of Breaks</b>	<b>Locations</b>
January	3	<ul style="list-style-type: none"> <li>• 324 Seventh Avenue South.</li> <li>• 124 Main Street Rideout.</li> <li>• 213 Matheson Street.</li> </ul>
February	1	<ul style="list-style-type: none"> <li>• 114 main Street Rideout.</li> </ul>
March	6	<ul style="list-style-type: none"> <li>• 704 Sixth Street South.</li> <li>• 11 Sylvan Street.</li> <li>• 800 Park Street.</li> <li>• 26 Seventh Avenue South.</li> <li>• 205 Minto Drive.</li> <li>• 700 Sixth Street South.</li> </ul>
April	1	<ul style="list-style-type: none"> <li>• 50 Parsons Street.</li> </ul>
May	4	<ul style="list-style-type: none"> <li>• 2 Bears Marina.</li> <li>• 106 Mascot Avenue.</li> <li>• 615 Fifteenth Avenue South.</li> <li>• Coney Island.</li> </ul>
June	2	<ul style="list-style-type: none"> <li>• Coney Summer Services (two locations).</li> </ul>
July	3	<ul style="list-style-type: none"> <li>• 1379 Airport Road.</li> <li>• 7 Anne Crescent.</li> <li>• Coney Island.</li> </ul>
August	4	<ul style="list-style-type: none"> <li>• 709 Fifth Street South.</li> <li>• 401 Seventh Avenue North.</li> <li>• 504 Fourth Street North.</li> <li>• 402 Fourth Street North.</li> </ul>
September	4	<ul style="list-style-type: none"> <li>• 1336 HWY 17 E.</li> <li>• 627 Second Avenue South.</li> <li>• 809 Fourth Street North.</li> <li>• 1200 Eighth Street North.</li> </ul>
October	2	<ul style="list-style-type: none"> <li>• 16 Patterson Street.</li> <li>• 16 Kay Street.</li> </ul>
November	3	<ul style="list-style-type: none"> <li>• 708 ½ Park Street.</li> <li>• 229 St. Clair Street.</li> <li>• 607 Second Street South.</li> </ul>
December	4	<ul style="list-style-type: none"> <li>• 429 Fourth Street North.</li> <li>• 823 Railway Street.</li> <li>• 837 First Street South.</li> <li>• 12 First Avenue South.</li> </ul>

**Note:** The total number of service water leaks repaired was thirty seven (37) which mostly included repair, re-locating, replacement and maintenance of curb stops.

### **Additional**

- The department added one more electrician Marc Prefontaine on its team along with Jon Burt to work as new meter reader.
- Walkerton Clean Water Centre was requested to design some specific training courses such as water thawing, installation of bleeders etc. for northern region like City of Kenora during Client Consultation Meeting in Thunder Bay.
- Azimuth Environmental Consulting Inc. submitted its technical evaluation report on taste and odor issues associated with the City's drinking water.
- Revised water and sewer service rates was approved this year.

### **3. Ministry of Environment and Climate Change's (MOECC's) Issues and Response**

MOECC conducted an announced inspection on December 15-16, 2015, with water treatment plant staff.

During the inspection three non-compliance issues were identified. No actions were sought for the first two as they were dealt before the final report. Compliance report on the remaining third one was done in February. There were no other recommendations and best practices issues identified (MOECC's full report and MOECC's email on non-compliance are attached).



#### 4. Flow Summary:

### 2015 Summary of Quantities and Flows

Month	Total Monthly Flow, m <sup>3</sup>		Avg. Daily Flow, m <sup>3</sup>		Max. Daily Flow, m <sup>3</sup>	
	Influent	Effluent	Influent	Effluent	Influent	Effluent
January	240,262	228,044	7,750	7,356	8,546	8,318
February	222,165	210,133	7,934	7,505	8,924	8,447
March	262,102	248,392	8,455	8,013	9,048	8,649
April	237,655	224,528	7,922	7,484	8,829	8,403
May	202,136	188,985	6,521	6,096	7,807	7,241
June	194,913	183,543	6,497	6,118	7,196	6,735
July	212,186	199,295	6,845	6,429	7,768	7,371
August	225,826	211,406	7,285	6,820	8,493	8,094
September	212,551	198,709	7,085	6,624	8,054	7,458
October	208,260	195,620	6,718	6,310	7,938	6,891
November	198,882	186,632	6,629	6,221	7,855	7,449
December	189,271	177,639	6,106	5,730	7,057	6,699
<b>Total</b>	<b>2,606,209</b>	<b>2,452,926</b>				
<b>Monthly Avg.</b>	<b>217,184</b>	<b>204,411</b>				

#### Comparisons:

##### Influent

Maximum Instantaneous Peak Flow (October 1st, 2015) = 274 L/s (23,636 m<sup>3</sup>/day).  
 Approved Permit to Take Water Maximum Instantaneous Flow Rate = 300 L/s (25,920 m<sup>3</sup>/day).  
 Highest Instantaneous Peak Flow Was 91% of Rated Capacity.

##### Effluent

Maximum Daily Effluent Flow of 8,649 m<sup>3</sup> was Recorded in March.  
 Plant's Rated Design Capacity = 292 L/s (25,229 m<sup>3</sup>/day).  
 Maximum Daily Effluent Rate was 34% of the Plants Design Capacity.

#### Note:

Both the influent and effluent are within the limits and the plant is not running on its full capacity.

## **5. Conclusions**

- Department is guided by the City's strategic planning and associated change management.
- Though lesser in number the distribution system had continuous cases of water main breaks and leaks due to an aging infrastructure.
- Overall water quality is excellent except with few concerns at some of the dead end sections of watermains.
- Odor and taste issues occur mostly in spring and fall periods with changes to lake conditions.
- Quantity wise, with less demand, the treatment plant is producing only about 30 % of its rated design capacity.

## **6. Recommendations:**

- Completion of comprehensive asset management plan on existing water infrastructures for better future operational and capital planning.
- Must have a plan for looping the identified most vulnerable dead end water mains.
- Consultant's recommendations on taste and odor should be considered in future plans for Water Treatment Plant.



February 23, 2016

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** Contracts & Expenditures Approved January – December 2015

**Background Information:**

Per the Procurement Policy, the Corporate Services Manager may award a tender, contract or purchase for greater than \$20,000 provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
  - i. Operating expenditures not exceeding \$100,000;
  - ii. Capital expenditures not exceeding \$250,000, with the exception of;
  - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- e) The award is made to the bidder submitting the lowest end cost, compliant bid.

A report shall be submitted quarterly to Council to advise of the award of any tenders, contract or purchases under this section.

This report is attached.

**Budget:**

There is no expected budget impact as a result of this report.

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

**Strategic Plan or Other Guiding Document:**

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

**Resolution for Council:**

That Council hereby receives this information report of Lauren D'Argis, Corporate Services Manager with respect to contracts awarded within the Manager's approved limits for January to December 2015.

**Briefing By:** Lauren D'Argis, Corporate Services Manager

**Bylaw Required:** No



February 13, 2016

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

**Agenda Item Title:** Investment Report including Kenora Citizens' Prosperity Trust Fund

**Background Information:**

Kenora Citizen's Prosperity Trust Fund (KCPTF):

In 2008, City Council approved the establishment of the Kenora Citizens' Prosperity Trust Fund. The proceeds of disposition from the sale of the KMTS entities of \$40,896,446 were transferred to this Fund.

In order to offset lost net revenues as a result of the sale of the KMTS entities, the City requires an annual return of \$1,100,000 in income from the Trust, in addition to the elimination of long term debt payments which occurred in 2007. This transfer has not been deducted from the investment values below. Any erosion of the balance of the Trust will result in an additional burden on City taxpayers.

The first KCPTF portfolio is with the ONE Public Sector Group of Funds and accounts for almost one quarter of the Trust Fund. The market value of this investment at December 31, 2015 is \$11,207,131. (This is an increase of \$123,911 in market value from December 31, 2014 when removing the impact of the City of Kenora debt payments.) This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The annual actual return on these ONE fund investments for 2015 is 1.37%. This rate reflects the total return including market impact. The return on book value for year to date 2015 is 1.53%.

The second and largest KCPTF portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information from the December 31, 2015 report is attached. The market value of these investments is \$24,993,236.64 (\$495,720 higher than the value at the end of December 2014). Securities held in this portfolio are largely bank and federal and provincial government issues. The year to date return on these funds is 2.64%. The rate of return since inception is 3.12%. These returns also take the market impact into account.

In addition, the KCPTF holds \$7,363,392 in debt from the City of Kenora. The rate of return on this debt is 3%.

**Other Investments:**

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments are entirely held in the ONE Public Sector Group of Funds and the market value at December 31, 2015 is \$11,854,874. (This is an increase of \$164,213 in market value from December 31, 2014.) This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date return for this portfolio is 0.85%. The year to date return on book value is 2.1%.

**Budget:**

There is no expected budget impact as a result of this report.

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

For information only

**Strategic Plan or other Guiding Document:**

Report is required per policy CS 4-2.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the 2015 Fourth Quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora Investments.

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**Briefing By:** Lauren D'Argis, Corporate Services Manager

**Bylaw Required:** No



February 16, 2016

## **Housekeeping Council Briefing**

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

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**Agenda Item Title:** Council Remuneration

**Background Information:**

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statements of remuneration are included for the following: City of Kenora Council, City of Kenora Police Board, the Kenora Hydro Electric Corporation Ltd. Board, the Association of Municipalities of Ontario, the Northwestern Ontario Municipal Association and the Northwestern Health Unit.

**Budget:**

There is no expected budget impact as a result of this report.

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

The Municipal Act, 2001, requires that this information be presented to Council.

**Resolution for Council:**

That Council receive the reports prepared by Charlotte Edie, Treasurer dated February 16, 2016 as required under Section 284 of The Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #48-2013.

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**Briefing By:** Charlotte Edie, Treasurer

**Bylaw Required:** No

**MEMORANDUM**

DATE: February 16, 2016

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Association of Municipalities of Ontario

The following is a summary of Commission remuneration and expenditures for the Association of Municipalities of Ontario, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Travel &amp; Conference</u>
Canfield	\$ 0	\$ 0

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

cc: Karen Brown, CAO

**MEMORANDUM**

DATE: February 16, 2016

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures

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The following is a summary of Council remuneration and expenditures, excluding Boards and Commissions, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel &amp; Conference</u>
Canfield	\$ 33,112	5,084	5,991
Smith	16,556	2,088	4,247
Roussin	16,556	2,622	6,101
McMillan	16,556	1,225	4,517
Wasacase	16,556	700	3,625
Reynard	16,556	875	2,791
Goss	16,556	2,450	5,433

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

cc: Karen Brown, CAO



**MEMORANDUM**

DATE: February 16, 2016

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Kenora Hydro Electric Corporation Ltd. Board

The following is a summary of Council remuneration and expenditures for the Kenora Hydro Electric Corporation Ltd. Board, in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel &amp; Conference</u>
McMillan	2,210	0	0

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

cc: Karen Brown, CAO

**MEMORANDUM**

DATE: February 16, 2016

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Northwestern Ontario Municipal Association

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The following is a summary of Commission remuneration and expenditures for the Northwestern Ontario Municipal Association, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Honourarium</u>	<u>Travel &amp; Conference</u>
Canfield	\$2,000	\$16,055

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

cc: Karen Brown, CAO

**MEMORANDUM**

DATE: February 16, 2016

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Northwestern Health Unit

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The following is a summary of Commission remuneration and expenditures for the Northwestern Health Unit, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Travel &amp; Conference</u>
Smith	\$ 3,000	\$ 1,110

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

cc: Karen Brown, CAO

**MEMORANDUM**

DATE: February 16, 2016

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the City of Kenora Police Board

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The following is a summary of Board remuneration and expenditures for the City of Kenora Police Board, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel &amp; Conference</u>
Canfield	2,040	1,213	3,033
McMillan, G.	2,040	516	1,862
Poirier	2,040	525	1,529

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

cc: Karen Brown , CAO



March 2, 2016

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

**Agenda Item Title:** Natural Gas Service Expansion

### **Background Information:**

As one of the 22 municipalities that either does not have any natural gas service or is only partially serviced by piped gas, we are seeking your financial assistance to mount our case before the OEB. While we have a range of legal costs of \$37,504.50 to \$57,504.50 and a caution that these expenses do not include travel and accommodations or any fees associated with filing the evidence.

NOMA has committed to paying the first \$16,500 of the legal costs which will take us up to March 18, the date on which we have to file our written material.

Although NOMA itself, along with every individual municipalities is not eligible to receive an “award of costs” for the expenses incurred in participating in the OEB deliberation. NOACC and CVNW have been deemed eligible in the past and we anticipate that a large part of the cost of the intervention will be reimbursed by the OEB.

As also noted above we anticipate being awarded “costs” meaning that approved expenditures will be reimbursed by the OEB. The problem we currently face is that we do not know if we will be approved for costs and to what extent will we be reimbursed. We expect to know that well before the first oral hearing on April 12.

We therefore request that your municipality adopt the attached resolution (B) which commits your municipality to a financial contribution of \$1,000. Should we be successful in obtaining OEB approval for all or partial costs, any amount received through this request will be reimbursed on a pro-rata basis based on the level of contribution.

### **Resolution for Council:**

Whereas there are 14 rural and remote municipalities in Northwestern Ontario and a number of First Nation communities who do not have direct access to piped natural gas;  
and

Whereas the residents and businesses in those communities without natural gas service must pay significantly more to heat their buildings and homes than communities with natural gas service; and

Whereas we believe there is a public interest and benefit in extending natural gas services to rural and remote communities; and

Whereas we often hear from the residents and businesses expressing their interest in having access to natural gas and the limitations and barriers they face in not having access to natural gas causes; and

Whereas current economic tests and ratemaking mechanisms associated with new connections to the existing natural gas distribution system do not encourage utilities to expand in Northwestern Ontario; and

Whereas currently natural gas expansion in Northwest Ontario requires the new customers to pay. In contrast the vast majority of the existing system was paid for by the rate payers as a whole; and

Whereas the Ontario Energy Board has initiated a hearing on its own motion to consider what mechanisms may be used to recover the costs of expanding natural gas service to Ontario communities that do not currently have access to natural gas; and

Whereas NOMA, NOACC and CVNW (the Coalition) have requested intervenor status on behalf of their member ratepayers (current and future) in Northwestern Ontario; and

Whereas the position of the Coalition is that the cost of expanding natural gas service to communities without it should be shared by all gas rate payers in the Province of Ontario and the OEB implement new ratemaking mechanisms including changes to current economic tests; to expand natural gas distribution on such basis.

Therefore, be it resolved that Council of the City of Kenora advises the Ontario Energy Board that it supports the position adopted by NOMA, NOACC and CVNW that the expansion of the natural gas distribution system should be paid for by all current and future gas rate payers and the OEB implement new ratemaking mechanisms including changes to current economic tests to expand natural gas distribution on such basis.

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**Briefing By:** Heather Kasprick, City Clerk

**Bylaw Required:** No



March 2, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Health and Safety Policy Statement Endorsement

**Background Information:**

Section 25 (2) (j) of the Occupational Health and Safety Act states that an employer shall “prepare and review at least annually a written occupational health and safety policy”.

Further to this, Section 32.0.1 (1) of the Occupational Health and Safety Act states that an employer shall,

- (a) prepare a policy with respect to workplace violence;
- (b) prepare a policy with respect to workplace harassment; and
- (c) review the policies as often as is necessary, but at least annually.

These three policy statements are in place and were reviewed by the Senior Management Team at their monthly meeting in February.

The policy statements were found to be adequate and no changes were recommended by the Senior Management Team.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the City of Kenora Occupational Health and Safety Policy, the City of Kenora Workplace Harassment Policy and the City of Kenora Workplace Violence Prevention Policy; and further

And that the signatures of the Mayor and CAO are affixed to said policies along with the date of endorsement and are posted in all workplaces.

**Briefing By:** Bruce Graham, Health & Safety and Loss Prevention Officer

**Bylaw Required:** No



## The Corporation of the City of Kenora Occupational Health and Safety Policy

The Corporation of the City of Kenora is committed to preventing occupational illness and injury in the workplace.

We recognize that an effective health and safety program, as indicated by following acceptable industry practices and compliance with legislative requirements, and communication of that program to all workers, will contribute to a reduced risk of injury or illness to workers.

We further recognize that health and safety is the shared commitment and responsibility of us all. Our program is based on the concepts of the Internal Responsibility System wherein responsibilities and authority for health and safety are delegated from the top down and accountability for performance is required from the bottom up.

Senior management is responsible for establishing health and safety policy and ensuring the development of a health and safety system.

Department managers are responsible for the development and implementation of health and safety programs in their departments and for ensuring that their supervisors are performing their required health and safety responsibilities.

Supervisors are responsible to enforce health and safety rules and regulations and to ensure that their workers have the appropriate training, skills, and qualifications to perform their tasks safely.

Workers are responsible to follow employer and regulatory procedures, use their initiative to reduce risk, and to report unresolved issues to their supervisor.

It is the intention of this policy that:

**“No job is so important and no service is so urgent  
that we cannot take the time to perform our work safely”**

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Chief Administrative Officer

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Mayor

Approved by Municipal Council on March 15, 2016





## The Corporation of The City of Kenora Workplace Violence Prevention Policy

The management of the City of Kenora is committed to the prevention of workplace violence. Violent behaviour in the workplace is unacceptable from anyone and we will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

Workplace violence is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, a process for workers to report incidents, or raise concerns, a means of investigating alleged incidents of violence, and a means for disciplining the instigators.

The City of Kenora, as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

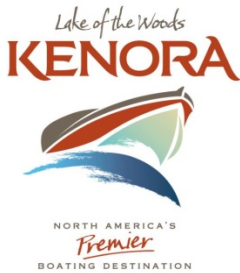
Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Signed: \_\_\_\_\_

Mayor

CAO

**Approved by Municipal Council on March 15, 2016**



## The Corporation of The City of Kenora Workplace Harassment Policy

The management of the City of Kenora is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment.

Workplace harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, or as contained in City of Kenora Policy HR 1-4, "Anti-Harassment"

There is a Workplace Harassment Program that implements this policy. It includes a process for workers to report incidents, or raise concerns, a means of investigating alleged incidents of harassment, and a means for disciplining the instigators.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

**Signed:** \_\_\_\_\_  
Mayor CAO

**Approved by Municipal Council on March 15, 2016**



February 23, 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:

- January 13 & February 10 – Harbourtown BIZ
- February 2 – Event Centre Committee
- February 3 – Kenora Urban Trails Committee
- February 10 – Environmental Advisory Committee; and

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

- November 27 – Northwestern Health Unit Board of Health
- December 2 – Kenora Police Services Board
- December 17 – District of Kenora Home for the Aged Board of Management
- January 14 – Kenora District Services Board
- January 19 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No



February 17, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** January 2016 Water & Wastewater Systems Monthly Summary Report

**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 2016 Water and Wastewater Systems Monthly Summary Report for January.

**Resolution for Council:**

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

**Briefing By:** Richard Perchuk, Operations Manager

**Bylaw Required:** No

**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

January 2016

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 January 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:

- Jan 4<sup>th</sup>
- Jan 11<sup>th</sup>
- Jan 18<sup>th</sup>
- Jan 25<sup>th</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Changed oil in caustic transfer pump.
- Greased all motors and pumps.
- Replaced two remaining original highlift discharge isolation valves.
- Replaced all highlift suction isolation valves.

### **2.4 Training**

One operator attended the ClearLogic Problem Solving training.

### **2.5 Water Quality Complaints**

There were no customer complaints in the month of January.

## 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

- January 5 - Dug and installed an external bleeder at: 22 Doner Avenue.
- January 8 - Repaired fire hydrant at: 120 Superior Street.
- January 10 - Dug and repaired watermain break at: the intersection of Matheson Street North and Fifth Street North.
- January 11 - Dug and repaired broken watermain at: 226 Fifth Street North.
- January 12 -14 - Dug and repaired water service at: 121 Third Street North.
- January 18 -19 - Dug and repaired water service at: 1415 Eighth Street North.
- January 20 - Dug and repaired water service at: Blue Heron, 321 First Avenue South.
- January 25 - Dug and repaired abandoned water service at: 12 Mascot Avenue.
- January 29 - 30 - Dug and repaired watermain break at: 115 Eighth Avenue South.

#### 3.1.2. Wastewater Collection

- January 5 - Televised and rodded plugged sewer at: 407 Ottawa Street.
- January 6 - Rodded plugged sewer at: 526 Fourth Street North.  
- Rodded plugged sewer at: 426 Third Street South.
- January 7 - Rodded plugged sewer at: 902 First Street South.
- January 11 - Rodded plugged sewer at: 13<sup>1</sup>/<sub>2</sub> Mellick Avenue.
- January 12 - Rodded plugged sewer at: 105 Minto Crescent.
- January 13 - Rodded plugged sewer at: 1233 Ninth Street North.
- January 14 - Rodded plugged sewer at: 1333 Valley Drive.  
- Rodded plugged sewer at: 120 Fourth Street North.
- January 15 - Rodded plugged sewer at: 1333 Valley Drive.
- January 24 - Flushed plugged sewer at: Travel Lodge, 800 HWY 17E.
- January 26 - Televised and rodded plugged sewer at: 625 Seventh Avenue South.  
-Televised sewer at: 14 Seegmiller Avenue.
- January 29 - Rodded plugged sewer at: 356 Seventh Avenue South.

3.1.3. **Water Thaws:**

	January 2015	January 2016
City	1	0
Private	7	3

**3.2 Training**

- January 6 -7 - Ray Lindquist and Biman Paudel attended Clearlogic Training on Performance Management.
- January 8 - Darryl Paterick, Leland Parker and Ray Lunam attended Clearlogic Training on Problem Solving.
- January 28 - Biman Paudel attended an Ontario Municipal Leadership Institute Webinar on Strategic Leadership.

**3.3 Water Quality Complaints**

There were no customer complaints reported to the Water Treatment Plant for the month of January.

**3.4 Boil Water Advisory(s) - 2016**

Date and Location:

- January 10<sup>th</sup> - 3 residents on Matheson Street North and 12 residents on Fifth Street North.
- January 29<sup>th</sup> - 5 residents on First Street South, 1 resident on Eighth Avenue South, 6 residents on Railway Street, and 7 residents on Park Street.

**3.5 Other Information**

- There is no other information for the month.



## 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 January 20<sup>th</sup>, 2016 - Results: (also Sludge Cake Metal Analysis).
- a. Total BOD (biological oxygen demand) Raw Sewage: 115 [mg/L]
  - b. Total BOD Final Effluent: 5.1 [mg/L] - limit is 25 [mg/L].
  - c. Total Suspended Solids Raw Sewage: 165 [mg/ L]
  - d. Total Suspended Solids Final Effluent: 6.6 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on January 6,13,20,26, 2016 - Results: Organisms/100 ml
- a. Geometric Means from samples in January: 20.6 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 20.6 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 96% and the Plant reduction of suspended solids is 96%.

### 4.3 Maintenance

- 4.3.1 # 1- 125 HP rebuilt motor put back into service.
- 4.3.2. New heater installed in UV storage room and racks for storing UV bulbs.
- 4.3.3. 400 Building blowers, both screw pump motors and gear boxes tested for vibration by IPS.
- 4.3.4 # 3- 125 HP motor sent in for rebuild.
- 4.3.5. New platforms, railings and guarding over effluent discharge.
- 4.3.6. Sludge press maintenance.
- 4.3.7. 2 week trial run of new polymer product.

### 4.4 Training

Health and Safety Policy reviewed with staff.

### 4.5 Other Information

January 11<sup>th</sup>, 2016 - Workplace Health & Safety inspection completed.







## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2015

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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>														
<u>Weekly Bacteriological --ALS Labs</u>		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 <sup>3</sup> /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



February 23, 2016

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

**Agenda Item Title:** Weed Inspector Appointment

### **Background Information:**

The Weed Control Act was originally drafted by provincial legislators in the late 1800's to achieve control of noxious weeds that interfere with land used for industries of agriculture and horticulture. By regulation, twenty-four (24) weeds in Ontario have been designated as noxious. With some exceptions the Act requires that these weeds and weed seeds be destroyed by the landowner where they are found growing.

As required by the Act, the City has appointed a Weed Inspector to undertake the administration and enforcement of the Act. Under the Act, the Weed Inspector is empowered to search and inspect lands and issue written orders for the destruction of noxious weeds. The only exception to the requirement of issuing written orders is set out in Section 16 of the Act.

The Council of any city, town village or township may direct any of its municipal weed inspectors or, if there are none, the area weed inspectors to cause noxious weeds or weed seeds to be destroyed in the prescribed manner on all or part of any lot shown on a registered plan of subdivision and on lots not exceeding 10 acres that are not shown on such a plan. Before noxious weeds or weed seeds are destroyed, the council shall publish notice of its intent to have the noxious weeds or weed seeds destroyed in a newspaper having general circulation in the municipality. Typically, the notice appears in local newspapers in early summer each year and requires that weeds be destroyed by July 15th of that year.

Penalties are provided for non-compliance. The schedule of charges for non-compliance is as follows:

- 1st offence: \$500 to \$2000
- Subsequent Offences: \$1,000 to \$5,000

The Ontario Ministry of Agriculture and Food, the ministry responsible for provincial administration of the Act, interprets the intent of the Weed Control Act as follows:

1. To reduce the infestation of noxious weeds that impact on the industries of agriculture and horticulture.
2. To reduce plant diseases by eliminating plant disease hosts such as common barberry and European buckthorn.
3. To reduce health hazards to livestock caused by poisonous plants.

In practical terms this interpretation means that in most instances the Act will not be enforced in urban or suburban areas or where a commercial agricultural or horticultural operation is not likely to be affected by noxious weeds. Section 22 of the Act allows the Weed Inspector to exercise considerable judgement when enforcing the Act. It provides that noxious weeds or weed seeds that are far enough away from any land used for

agricultural or horticultural purposes that they do not interfere with that use do not have to be destroyed.

Under the Weed Control Act, R.S.O. 1990. Chapter W.5, Section 9 (1) the Clerk of the municipality who have appointed municipal weed inspectors shall report the name(s) of all municipal weed inspectors before April 1, 2016. Section 8 (1) of the same Act, authorizes the municipality to appoint one or more by bylaw.

As Carson is a new employee, he will need to attend a training conference that will take place in April in southern Ontario. This annual weed inspectors conference will provide an overview of the Weed Control Act, administrative and enforcement duties conducted by weed inspectors and provide the latest on noxious weed management.

**Resolution for Council:**

That Council gives three readings to a bylaw to appoint Carson Milko as the Weed Inspector for the City of Kenora; and further

That bylaw number 35-2009 be hereby repealed.

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**Briefing By:** Heather Kasprick, Manager of Legislative Services

**Bylaw Required:** Yes



**PROCLAMATION**

By Virtue of Authority

Vested in me

I hereby proclaim

April 2nd, 2016

As World Autism Awareness Day

in and for the City of Kenora and request its observance  
as such by our citizens.

Proclaimed at the City of Kenora

this 15th day of March, 2016

*David Canfield*

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His Worship Mayor David S. Canfield







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

## "Be A Donor" Month April 2016

Whereas "BeADonor" Month supports organ and tissue donor registration; and

Whereas over 1600 people in Ontario are on the waiting list and while every three days someone in Ontario dies waiting for a live-saving organ transplant; and

Whereas in 2015, 548 organ donors saved the lives of 1,086 people through transplant, and 2,100 tissue donors enhanced the lives of thousands more through the gift of eyes, bone, skin or heart valves; and

Whereas research shows the majority of Ontarians support organ and tissue donation yet just 29% of eligible Ontarians have registered their consent to donate; and

Whereas families almost always consent to donate organs and tissue when there is evidence of a registered donation decision by loved ones, but in the absence of a registered donation decision, families consent only half of the time; and

Whereas everyone is a potential organ and tissue donor, regardless of age; one donor can save up to 8 lives through organ donation and may enhance up to 75 other lives through tissue donation; and

Now Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby proclaim April 2016 as **BeADonor Month** in and for the City of Kenora, and encourage all citizens to learn more about the organ and tissue donation and transplantation, and consider pledging their support by registering their consent to organ and tissue donation at [BeADonor.ca](http://BeADonor.ca)

Proclaimed at the City of Kenora this 15th day of March, 2016

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**Mayor David S. Canfield**