



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, November 15, 2016
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Goss

3. Public Information Notices

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

- Council intends to amend the Tariff of Fees and Charges bylaw to increase water and wastewater rates by 8%

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

- October 18, 2016

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- A member will be appointed to the Kenora Urban Trails Committee Appointment

9. Reports from Committee of the Whole

9.1 Corporate Services & Strategic Initiatives

- Q3 Investments
- AMO "What's Next Ontario"
- September 2016 Financial Statements
- Water & Sewer Rate Increase

9.2 Fire & Emergency Services

- No items

9.3 Operations & Infrastructure

- No Items

9.4 Community & Development Services

- No Items

10. Housekeeping Resolutions

- District of Kenora Home for the Aged Reappointment
- NCIR Funding Date Amendment
- Various Committee Minutes
- Water & Wastewater Monthly Summary – September 2016
- Ski Hill Community Foundation Grant Application

11. Tenders

None

12. By-laws

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

- Confirmatory
- Water & Wastewater Rate Increase
- NCIR Funding Date Amendment

13. Notices of Motion

14. Proclamations

15. Announcements (non-action)

16. Adjournment to a Closed Meeting:

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

i) Education & Training Members of Council (1 matter)

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**.



November 1, 2016

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: District of Kenora Home for the Aged Reappointment

Background Information:

A letter was received by the Clerk on November 1, 2016 with regards to Mr. James Blight board membership which expires November 30, 2016. Mr. Blight has expressed an interest in remaining on the Board and is actively serving as the Board Chair.

The reappointment of Mr. Blight's membership requires a Council resolution from both the City of Kenora and the Municipality of Nestor Falls-Sioux Narrows.

Resolution for Council:

That Council hereby re-appoints James Blight to the Board of Management for the District of Kenora Home for the Aged for a term at the pleasure of Council.

Budget: N/A

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

Strategic Plan or Other Guiding Document: Housekeeping

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: No



November 2, 2016

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: NCIR Funding Agreement Date Amendment

Background Information:

Council authorized the execution of the NCIR Agreement for the Kenora Community Improvement Plans on September 19, 2016. Upon completion of the agreement, the City made a request to the Ministry of Northern Development and Mines to amend the agreement by changing the completion dates from December 15, 2016 to March 15, 2017 to allow more time to complete the process. All other provisions of the agreement remain in effect without amendment.

This report is housekeeping in nature and requires a bylaw for the date amendment for tracking purposes.

Resolution for Council:

That Council authorizes the CAO to amend the funding agreement with the Ministry of Northern Development and Mines to reflect a project end date from December 15, 2016 to March 15, 2017; and further

That the appropriate bylaw be passed for this purpose.

Budget: N/A

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

Strategic Plan or Other Guiding Document: Housekeeping only

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



October 26, 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:

- June 22 – Kenora Public Library Board; and

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

- June 22 & September 30 – Northwestern Health Unit Board of Health
- August 30 – District of Kenora Home for the Aged Board of Management
- September 8 – Kenora District Services Board; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



October 20, 2016

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

Background Information:

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

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

New to this month's Report is the announcement that Ryan Hanstead has filled the retirement vacancy, as the Operator in Charge (ORO), for the Wastewater Treatment Plant.

The Operations and Infrastructure Department recommends that Council accept the 2016 Water and Wastewater Systems Monthly Summary Report for September.

Resolution for Council:

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

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

September 2016

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

1.0 Introduction

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

- Sep 6th
- Sep 12th
- Sep 19th
- Sep 26th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Begin installation of pumps and VFD in Pine Portage Booster station.
- Landmark on site for standpipe and clearwell inspection.
- Disassemble and remove old dehumidifier from highlift.
- Repaired leaking bypass line at Pine Portage Booster.
- Cleaned west clarifier.
- Cleaned and calibrated turbidimeters.
- Cleaned flow valve on total analyzer.

2.4 Training

No training took place in the month of September.

2.5 Water Quality Complaints

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

2.6 Other Information

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

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- September 6 - 9 - Dug and repaired water service at: 316 Fourth Avenue North.
- Dug and repaired water service at: 318 Fourth Avenue North.
- September 12 - Dug and lowered curb stop at: 19 Florence Avenue.
- September 16 - Dug and repaired service boxes at: 808-810 Second Street South.
- September 19 - Dug to remove abandoned water main at: 1200 Pine Portage Road.
- September 20 - Dug and repaired curb box at: 514 Sixth Avenue South.
- Dug and repaired curb box at: 723 River Drive.

3.1.2. Wastewater Collection

- September 1- Televised and rodded plugged sewer at: 1217 Minto Avenue.
- September 6 - Rodded plugged sewer at: 931 Valley Drive.
- Started sewer service dig at: 316 Fourth Avenue North.
- Started sewer service dig at: 318 Fourth Avenue North.
- September 7- Televised and rodded plugged sewer at: 518 Sixth Avenue South.
- Replaced grinder pump at: 362 Rabbit Lake Road.
- September 8 - Rodded plugged sewer at: 9 Mary Lou Street.
- September 12 - Rodded plugged sewer at: 806 Park Street.
- September 14 - Rodded plugged sewer at: 1271 Valley Drive.

- Replaced grinder pump at: 4 Birchwood Place.
- September 16 - Rodded plugged sewer at: 704 Beach Road.
- September 19 - Rodded plugged sewer at: 400 Third Street South.
- September 26 - Rodded plugged sewer at: 21 Main Street Rideout.
- September 27 - Rodded plugged sewer at: 1104 Minto Avenue.
- September 28 - Rodded plugged sewer at: 734 Park Street.
- September 29 - Rodded plugged sewer at: 1073 Park Street.
- September 29-30 - Started digging sewer main at: 416-420 Sixth Street South

3.1.3. Water Thaws:

	September 2015	September 2016
City	0	0
Private	0	0

3.2 Training

- Biman Paudel attended the Heart and Stroke Foundation’s webinars on “Overview of Hypertension” and “Lifestyle Management”.
- Ray Lindquist attended the Heart and Stroke Foundation webinar on “Lifestyle Management”.

3.3 Water Quality Complaints

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

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

3.4 Boil Water Advisory(s) - 2016

Date and Location:

- September 21st – Kenora Shoppers Mall including the Beer Store at 534 Park Street.
- September 30th – Three residents on Sixth Street South.

3.5 Other Information

- There is no other information to report for the month of September.

4.0 Wastewater Treatment Plant

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

4.2 Weekly Bacteriological Samples

- 4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out September 21, 2016 - Results: (also Sludge Cake Metal Analysis).
- a. Total BOD (biological oxygen demand) Raw Sewage: 85 [mg/L]
 - b. Total BOD Final Effluent: 6.6 [mg/L] - limit is 25 [mg/L].
 - c. Total Suspended Solids Raw Sewage: 105 [mg/ L]
 - d. Total Suspended Solids Final Effluent: 11.8 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on September 7, 14, 21 28, 2016 - Results: Organisms/100 ml
- a. Geometric Means from samples in June: 11.4 organisms/100mL.
 - b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million organisms/100 mL and leaves the plant with a geometric mean of 11.4 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 92% and the Plant reduction of suspended solids is 89%.

4.3 Maintenance

- 4.3.1. Sludge Press maintenance
- 4.3.2. Trouble shoot press misalignment, pneumatic cylinders failing.
- 4.3.3. UV Maintenance
- 4.3.4. Ordered Hoffman Blower seal and bearing kits.
- 4.3.5. Ordered new oven and graduated cylinders for lab.
- 4.3.6. Ordered LED light fixtures to replace lights in 300 building.
- 4.3.7. 100 building –grease maintenance.
- 4.3.8. Contact zone cleaning and maintenance.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- September 13th, 2016 - Workplace Health & Safety inspection completed.

Schedule "A"

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

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	208502	190747	202796	188562	183537	172325	187086	190135	171400				1695090
Maximum Daily Influent Flow	m ³ /day	7677	7223	7586	7125	6852	6627	7230	6691	6623				63634
Minimum Daily Influent Flow	m ³ /day	5931	5835	5502	5090	4275	5020	5440	5316	4840				47249
Average Daily Influent Flow	m ³ /day	6726	6577	6542	6285	5921	5744	6035	6133	5713				55676
Maximum Daily Instantaneous Influent Flow	m ³ /day	17837	16448	16668	16601	18019	18190	18834	21891	23702				168190
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	195159	177617	188007	174382	169242	159299	173197	176498	157916				1571317
Maximum Daily Effluent Flow	m ³ /day	7234	6727	7246	6763	6446	6044	6764	6230	6071				59525
Minimum Daily Effluent Flow	m ³ /day	5591	5423	5147	4701	4101	4561	4908	4963	4299				43694
Average Daily Effluent Flow	m ³ /day	6295	6125	6065	5813	5459	5310	5587	5693	5264				51611
Plant Meter Reading	m ³ /month	5677	5293	5489	5145	5126	4889	5084	4975	4569				
Compensated Total Effluent Flow	m ³ /month	189482	172324	182518	169237	164116	154410	168113	171523	153347				1525070
Samples														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		4	5	4	4	5	4	4	5	4				39
Number of Treated Samples Taken		4	5	4	4	5	4	4	5	4				39
Number of Distribution Samples Taken		24	30	24	24	30	24	24	30	24				234
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		10	2	0	10	6	2	24	2	4				60
WTP Callouts														
		3	5	2	0	7	9	7	3	2				38
Water Thaws														
	City	0	0	0	0	0	0	0	0	0				0
	Private	3	0	0	0	0	0	0	0	0				3
	Total	3	0	0	0	0	0	0	0	0				3

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2016

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	166,796	145,593	239,945	280,713	226,870	286,533	328,031	227,201	275,187				2,176,869
Maximum Daily Influent Flow	m ³ /day	5,929	5,737	15,435	21,452	10,379	18,398	16,858	9,680	15,160				119,028
Minimum Daily Influent Flow	m ³ /day	5,158	4,695	5,024	6,955	6,620	4,356	7,718	6,705	6,180				53,411
Average Daily Influent Flow	m ³ /day	5,380	5,020	7,740	9,357	7,318	9,551	10,582	7,329	9,173				71,450
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	172,152	153,306	243,436	277,099	214,676	259,909	306,709	214,133	261,648				2,103,068
Average Daily Flow	m ³ /day	5,553	5,286	7,852	9,236	6,925	8,664	9,894	6,905	8,721				69,036
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		4	4	5	4	4	5	4	5	4				39
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1				9
Number of Treated Samples Taken		4	4	5	4	4	5	4	5	4				39
Geometric Means (Bacti Samples)		20.6	50.7	26.3	27.5	13.7	36.09	108.8	55.6	11.4				351
Sludge Hauled to Landfill	m ³ /mon	217	183	247	205	285	251	205	148.2	228				1,969
<u>Callouts</u>														
		1	0	2	1	1	2	1	0	0				8

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2015

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