



# AGENDA

## Regular Meeting of Council of the City of Kenora

Tuesday, October 18, 2016  
12:00 p.m.  
City Hall Council Chambers

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### 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 intentions to adopt the following at today's meeting:

- Withdraw funds from the Community Club Reserve in the amount of \$15,650.00 to the Rideout Community Club while still committing to assist in funding Central Community Clubs building replacement in 2016 / 2017
- Council will approve their 2017 meeting calendar
- Amend the 2016 operating budget to appropriate \$234,698.94 from the City's Contingency Reserve to fund the incremental wage and benefits costs for 2014 through 2016 related to the Interest Arbitration Award with the Kenora Professional Fire Fighters Association
- The following 2015 Amendments approved by the Manager of Corporate Services:
  - additional allocation of \$3,430 to the Keewatin & Water Street dock project, to be funded through the Dock Program budget
  - additional allocation of \$3,740 to the Polymer Pump capital project, to be funded through the Cell Booster capital project
  - additional allocation of \$6,484.80 to the purchase of a Loader, to be funded through the budget for the purchase of a scraper plow
  - additional allocation of \$28,138 to the operating budget for KRC repairs and maintenance, to be funded through the capital budget for the paving of KRC areas #3&4 and the under spending on the KRC path project
- The following 2016 Amendments approved by the Manager of Corporate Services:
  - additional allocation of \$113,000 to the Whitecap floor repair unusual spend project, to be funded through the Whitecap sidewalls capital project and the Whitecap contracted services operating account
  - additional allocation of \$4,194 to the Shoulder Mower capital purchase, to be funded through the Dump Truck capital purchase
  - additional allocation of up to \$85,144 to the 2016 CIP program, to be funded through the budget for the 2015 CIP program
  - additional allocation of up to \$48,000 to the unusual spend project for the reparation of the museum annex building envelope, to be funded through the capital project to repair the museum annex roof

- additional allocation of \$1,619.42 to the Dock repairs capital project, to be funded through the Boat Launch unusual spend project and the Whitecap contracted services operating account

#### **4. Declaration of Pecuniary Interest and the General Nature Thereof**

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

#### **5. Confirmation of Previous Council Minutes**

- Regular Council – September 13, 2016

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

Approximately five (5) minutes per person/group

- Sheila Norrie, Coney Island Boardwalk

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

#### **8. Appointments**

- A member will be appointed to the FCM Community Leader

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

##### **9.1 Corporate Services & Strategic Initiatives**

- Amend the Transit Schedule Agreement
- 2015 Annual Report
- August 2016 Financial Statements
- Approve the 2017 Council meeting calendar
- Adopt an Enterprise Risk Management Policy
- Budget amendment for the Professional Firefighters Arbitration award
- Authorize a OCIF Funding Agreement
- Authorize a Public Transit Infrastructure Funding application

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

- None

##### **9.3 Operations & Infrastructure**

- CWWF Funding Projects
- OCIF Funding Project – 7<sup>th</sup> Avenue Bridge

##### **9.4 Community & Development Services**

- Black Sturgeon Water Quality Monitoring 2016
- Authorize a budget amendment for the Rideout Community Club works

- Authorize a Private Road Agreement
- Authorize a Zoning Bylaw Amendment – D14-16-04

## **10. Housekeeping Resolutions**

- 1,000 Officers Funding Agreement
- 2015 Budget Amendments approved by Manager
- 2016 Budget Amendments approved by Manager
- Agreement with KGS for 7<sup>th</sup> Ave bridge works
- Integrated Accessibility Standard Policy Amendments
- Keewatin Medical Centre Lease Renewal
- Kenora Fire 2016 3<sup>rd</sup> Quarter Report
- NOHFC Community Capacity Funding Agreement
- NOHFC Wayfinding Project Completion Date Amendment
- Northern Community Investment Readiness Program Agreement
- Various Committee Minutes
- KGS Agreement – Water Street realignment works
- Water & Wastewater systems August 2016 report

## **11. Tenders**

- 2016-2017 Municipal Snow Plowing tender

## **12. By-laws**

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

- Confirmatory
- Amend the Transit Schedule Agreement
- Adopt an Enterprise Risk Management Policy
- Authorize a budget amendment for the Professional Firefighters Arbitration award
- Authorize a OCIF Agreement
- Authorize a budget amendment for the Rideout Community Club works
- Authorize a Private Road Agreement
- Authorize a Zoning Bylaw Amendment – D14-16-04
- 1,000 Officers Funding Agreement
- 2015 Budget amendments by Manager
- 2016 Budget amendments by Manager
- Agreement with KGS for 7<sup>th</sup> Ave bridge works
- Authorize an amended Accessibility Standards for Customer Service #LS-4-1
- Authorize an amended Accessibility Policy #LS-4-2
- Keewatin Medical Centre Lease Renewal
- NOHFC Community Capacity Funding Agreement
- NOHFC Wayfinding Project Completion Date Amendment
- Northern Community Investment Readiness Program Agreement
- KGS Agreement – Water Street realignment works

## **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) **Personal Matter of an Identifiable Individual (1 matter)**
- ii) **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**.



# DEPUTATION REQUEST FORM

To Appear before Kenora City Council or Committee of the Whole of Council

### How to Make a Deputation:

- Determine date and time of Council or Committee meeting you wish to attend.
- Submit this completed and signed form to the City Clerk (deliver/mail/fax or e-mail)
  - at least seven (7) days in advance of any Committee meeting
  - before 10:00 a.m. on date of a Council meeting;
- State your name prior to speaking, and
- Provide a copy of materials used in your presentation, if any, to the City Clerk for the official record (either in advance or at the time of the deputation).

### City Clerk's Contact Information:

By Mail: 1 Main Street South, Kenora, ON P9N 3X2

By fax: 807-467-2009

E-mail: [hkasprick@kenora.ca](mailto:hkasprick@kenora.ca)

|   |   |
|---|---|
| <b>Name:</b><br>(person making deputation)  | <b>Organization You Represent:</b><br>(if applicable)   |
| <u>Sheila Norrie</u><br>(please print)  | <u>NA</u>   |
| <b>Mailing Address:</b> <u>212 Lindenwood Dr. East Wpg. MB</u>  | <b>Telephone Number:</b> <u>204 489-0803</u>  |
| <b>Email Address:</b> <u>sheilanorrie@hotmail.com</u>   | <b>Postal Code:</b> <u>R3P 1S6</u>  |
| Other Persons Presenting with You on this topic?<br>(on behalf of same organization)  | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes   |
| If yes, Other Names: _____  |   |
| Topic – include brief statement of issue or purpose for Deputation:<br>• Please see Protocol Notes on Page 2  |   |
| <u>The need to repair/replace the historic covered boardwalk on Coney Island.</u>   |   |
| I wish to appear before   | <input checked="" type="checkbox"/> Council <input type="checkbox"/> Committee of the Whole<br><input type="checkbox"/> Other |
| On the Meeting date: <u>October 18, 2016</u>  |   |
| <b>Please Note:</b><br>Most meetings are video-taped and reported on by both the local newspaper and radio stations. Subsequently your deputation will form part of the public record in the minutes which are circulated widely and posted on the City's portal on the internet. By appearing before Council/Committee and signing this form, you hereby understand that information pertaining to you and your deputation will be publicized. |   |
| Do you have material to leave with Council following your deputation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>(If yes, please give to Clerk upon arrival to meeting)   |   |
| <b>Signature Required:</b> <u>Sheila Norrie</u><br>(Must be signed by applicant to go forward)  |   |

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### Deputation Protocol

The purpose of the deputation process is to allow individuals or groups an opportunity to make their views known to Council. Council values and welcomes input, comments, and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following Protocol is observed and we thank you for your interest in making a deputation and abiding by the rules:-

#### 2.9 Cell phones/Blackberries/Smart Phones

All phones are required to be turned to vibrate during all Council and Committee meetings.

#### 9.7 No Deputant shall:

1. Speak without first being recognized by the Head of Council or Chair
2. Speak disrespectfully of any person
3. Use offensive words or gestures, or make abusive comments,
4. Speak on any subject other than the subject stated on their Deputation Request Form
5. Disobey the Rules of Procedure or a decision of the Council or Committee

#### 9.9 Expulsion

The Head of Council or Chair may cause to expel and exclude any member of the public who creates any disturbance or acts improperly during a meeting of Council or Committee. If necessary, the Clerk may be called upon to seek the appropriate assistance from police officers for this purpose.

#### 9.14 Appearance - previous - limitation - new information

Any person appearing before Council who has previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and subsequent appearances.

✓ **Check below:**

I have never spoken on this issue before.

I have spoken on this issue before and the new information I wish to present is as follows:-

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#### {Committee of the Whole/Property & Planning Meeting}

Committee of the Whole Meetings combined with the Property & Planning Committee immediately following, commence at 9:00 a.m., typically on the 2nd Tuesday of each month, unless otherwise advertised.

Committee Deputations are given approx. 15 minutes each at the beginning of the meeting, subject to the Chair's discretion.

Members of Committee may engage in dialogue with the person making a deputation as a matter of receiving and/or clarifying information.

Please present any material, letters or other relevant information concerning your deputation to Committee either at the time of your deputation or in advance of the meeting.

When a number of people are to appear representing one viewpoint or interest group, it is expected the group speak through a spokesperson, or submit written submissions.

#### {Council Meetings}

Regular Council meetings commence at 12:00 p.m., typically on the 3rd Tuesday of each month, unless otherwise advertised.

Deputations before Council are given approx. 5 minutes each at the beginning of the meeting, subject to the Mayor's discretion.

Council will not debate an issue, but will take the information under advisement.

Please present any material, letters or other relevant information concerning your deputation to Council either at the time of your deputation or in advance of the meeting.

When a number of people are to appear representing one viewpoint or interest group, it is expected the group speak through a spokesperson, or submit written submissions.



September 9, 2016

## City Council Committee Report

**To: Mayor and Council**

**Fr: Heather Kasprick, City Clerk**

**Re: FCM Canada 150 Community Leaders**

### **Background Information:**

The Federation of Canadian Municipalities (FCM) is creating the official network of Canada 150 Community Leaders which presents a unique opportunity for local leaders across the country to get involved in the 150<sup>th</sup> anniversary of Confederation.

They are launching the Canada 150 Community Leaders network with an invitation to designate one or more leaders from your municipality. These individuals will serve as your local representatives at Canada 150 events in your community, as a touchpoint to share Canada 150 information and inspiration, and to be members of a legacy network that extends well beyond 2017.

A member of council can become a Community Leader or a prominent community representative can be identified. You can also choose more than one individual, ensuring a strong representation from your municipality.

To help identify a community leader the FCM has developed the Canada 150 Community Leader web page at [www.fcm.ca/Canada150](http://www.fcm.ca/Canada150). Further details may be found here.

Deadline for submission is October 15, 2016.

**Budget:** N/A

### **Recommendation to Open Council for Consideration:**

That Council identifies \_\_\_\_\_ as a Community Leader as part of the Federation of Canadian Municipalities (FCM) official network of Canada 150 Community Leaders.



September 19, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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### Agenda Item Title:

Amended 1,000 Officers Program Agreement

### Background Information:

An amended agreement was received from the Minister of Community Safety and Correctional Services for the 1,000 Officers Partnership program. This amendment is to extend the funding for the program for an additional term of April 1, 2016 and ending March 31, 2017 in the amount of \$630,000. The change to the original agreement is to amend the funding year and amount.

### Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Minister of Community Safety and Correctional Services for the provision of the 1,000 Officers Partnership program; and further

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

**Budget:** The amount was included in the 2016 operating budget.

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

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

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

**Bylaw Required:** Yes





August 5, 2016

## Housekeeping Council Briefing

(Directly to Council – does not appear at COW)

**Agenda Item Title:**

2015 Budget Amendments Approved by Manager

**Background Information:**

Under the City of Kenora Procurement Policy, the Corporate Services Manager had the authority to reallocate funds from 'within the same department or function that has either been completed under budget or has been deemed of a lesser priority by that (being the questioning) Manager'. As part of this authority, the Corporate Services Manager shall be required to report any such transfers to Council on an annual basis for the purpose of passing a budget amendment By-law to formally amend the budget to reflect the reallocation of funds'.

The following table outlines the approvals granted by Lauren D'Argis, Corporate Services Manager, that relate to the 2015 budget.

| Item                     | From  | To   | Amount     | Notes   |
|--------------------------|---|--|------------|---|
| Keewatin & Water St Dock | 15.381.01<br>3818000 Dock Program                     | 15.381.02<br>3818040<br>Keewatin & Water St Dock capital project | \$3,430    | Keewatin & Water St Dock works came in over budget          |
| Polymer Pump purchase    | 15.433.08<br>4338110 Cell Booster capital project     | 15.433.01<br>4338060<br>Polymer pump capital project             | \$3,740    | Due to USD conversion, pumps cost more than anticipated     |
| Loader purchase          | 15.393.04<br>3938007<br>Scraper Plow capital purchase | 15.393.02<br>Loader capital purchase                             | \$6,484.80 | Due to USD conversion loader cost more than anticipated     |
| Sewer backup at KRC      | 15.735.02<br>7358010<br>paving parking areas #3 &4    | 7307750 KRC<br>Repairs & maintenance in the operating budget     | \$24,000   | Paving project forgone to help offset costs of sewer backup |
|                          | 15.735.01<br>7358190 KRC Path                         |  | \$4,138    | Path rehabilitation project came in under budget and        |

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | the remainder of the funds used to offset costs of sewer backup |
|--|--|--|--|---|

**Resolution for Council:**

That Council hereby approves an additional allocation of \$3,430 to the Keewatin & Water Street dock project, to be funded through the Dock Program budget; and further

That Council hereby approves an additional allocation of \$3,740 to the Polymer Pump capital project, to be funded through the Cell Booster capital project; and further

That Council hereby approves an additional allocation of \$6,484.80 to the purchase of a Loader, to be funded through the budget for the purchase of a scraper plow; and further

That Council hereby approves an additional allocation of \$28,138 to the operating budget for KRC repairs and maintenance, to be funded through the capital budget for the paving of KRC areas #3&4 and the under spending on the KRC path project; and further

That in accordance with Notice By-law Number 144-2007 notice is hereby given that Council intends to amend its 2015 Budget at its September 13, 2016 meeting; and further

That Council hereby gives three readings to a by-law for this purpose.

**Budget:** These are reallocations within the 2015 budget therefore no additional funds are requested.

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

**Strategic Plan or Other Guiding Document:** Per Policy CS 1-1

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

**Bylaw Required:** Yes



August 5, 2016

## Housekeeping Council Briefing

(Directly to Council – does not appear at COW)

**Agenda Item Title:**

2016 Budget Amendments Approved by Manager to July 31, 2016

**Background Information:**

Under the City of Kenora Procurement Policy, the Corporate Services Manager (now Manager of Corporate Services & Strategic Initiatives) had the authority to reallocate funds from 'within the same department or function that has either been completed under budget or has been deemed of a lesser priority by that (being the questioning) Manager'. As part of this authority, the Corporate Services Manager (now Manager of Corporate Services & Strategic Initiatives) shall be required to report any such transfers to Council on an annual basis for the purpose of passing a budget amendment By-law to formally amend the budget to reflect the reallocation of funds'.

The following table outlines the approvals granted between January 1 and July 31, 2016 by Lauren D'Argis, Manager of Corporate Services & Strategic Initiatives, which relate to the 2016 budget.

| Item              | From   | To   | Amount         | Notes   |
|-------------------|--|--|----------------|---|
| Whitecap floor    | 16.832.01<br>8328002<br>Whitecap<br>sidewalls<br>capital project                     | \$113,000<br>Account TBD –<br>probably a<br>new unusual<br>spend project         | \$103,000      | Sidewall quote<br>came in under<br>budget and<br>the floor<br>repairs are<br>needed more<br>than<br>anticipated at<br>budget time |
|                   | 8326812<br>Whitecap<br>contracted<br>services<br>operating<br>budget                 |  | \$10,000       |   |
| Shoulder<br>mower | 16.393.01<br>3938984<br>Capital<br>purchase of<br>Dump Truck                         | 16.393.05<br>3938910<br>Capital<br>purchase of<br>Shoulder<br>mower              | \$4,194        | Shoulder<br>mower came<br>in over budget<br>and dump<br>truck came in<br>under budget   |
| 2016 CIP          | U16.811.02<br>8119532<br>Unusual spend<br>project for<br>CIPs granted<br>in 2015 but | U16.811.01<br>8119522<br>Unusual spend<br>project for<br>CIPs granted<br>in 2016 | Up to \$85,144 | Should any of<br>the 2015<br>projects not<br>come to<br>fruition, the<br>funds can be   |

|  |  |  |            |   |
|--|--|--|------------|---|
|  | not yet paid out                                       |  |            | used for 2016 projects.   |
| Repair of Museum Annex building envelope | 16.781.02<br>7818032<br>Capital project for annex roof | Same account, but change in use of money | \$48,000   | Less money will be spent on roof repair and the remainder of the funds will be spent on repairing the building envelope. Both projects should be unusual spend. |
| Dock Repairs                             | U16.381.01<br>3819512 Boat Launch program              | 16.381.01<br>3818002 Dock repair program | \$1,619.42 | Quote for dock repairs came in slightly over budget, so the boat launch program will be slightly under spent to compensate.                                     |

**Resolution for Council:**

That Council hereby approves an additional allocation of \$113,000 to the Whitecap floor repair unusual spend project, to be funded through the Whitecap sidewalls capital project and the Whitecap contracted services operating account; and further

That Council hereby approves an additional allocation of \$4,194 to the Shoulder Mower capital purchase, to be funded through the Dump Truck capital purchase; and further

That Council hereby approves an additional allocation of up to \$85,144 to the 2016 CIP program, to be funded through the budget for the 2015 CIP program; and further

That Council hereby approves an additional allocation of up to \$48,000 to the unusual spend project for the reparation of the museum annex building envelope, to be funded through the capital project to repair the museum annex roof; and further

That Council hereby approves an additional allocation of \$1,619.42 to the Dock repairs capital project, to be funded through the Boat Launch unusual spend project and the Whitecap contracted services operating account; and further

That in accordance with Notice By-law Number 144-2007 notice is hereby given that Council intends to amend its 2016 Budget at its September 13, 2016 meeting; and further

That Council hereby gives three readings to a by-law for this purpose.

**Budget:** These are reallocations within the 2016 budget therefore no additional funds are requested.

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

**Strategic Plan or Other Guiding Document:** Per Policy CS 1-1

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

**Bylaw Required:** Yes



September 21, 2016

## Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

**Agenda Item Title:** 2016 7<sup>th</sup> Avenue Bridge Replacement – Agreement - KGS

**Background Information:**

At the September 13 Council Meeting, the City accepted the low proposal from KGS for engineering consulting services related to the replacement of the 7<sup>th</sup> Avenue Bridge in a total upset limit of \$218,254 based on a an anticipated cost for pre-design, design and tender creation cost of \$127,788 plus HST in 2016 and \$21,119 plus HST in 2017 and contract administration and inspection costs associated with the construction phase of the project in an amount of \$69,347 plus HST, should the construction phase of the project proceed in 2017.

It is now in order for the City to enter into an agreement with KGS Group to perform the engineering consulting services.

Attached is a copy of the agreement document for reference.

**Resolution for Council:**

That further to the City accepting the proposal of KGS related to engineering consulting services for the replacement of the 7<sup>th</sup> Avenue Bridge, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and KGS Group; and further

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

**Briefing By:** Marco Vogrig, Municipal Engineer

**Bylaw Required:** Yes



September 23, 2016

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

### **Agenda Item Title:**

Changes to the Integrated Accessibility Standards Regulation

### **Background Information:**

The Ontario government has made changes to the accessible customer service standard and Integrated Accessibility Standards Regulation that came in effect on July 1st 2016.

Accessibility standards must be reviewed within five years after becoming law to ensure they are working as intended. Changes are based on recommendations from the Standards Development Committee. The public and stakeholders were invited to provide their feedback during an extensive public review process.

Updating the accessible customer service standard is part of Ontario's Accessibility Action Plan and commitment to building an accessible Ontario by 2025.

All public sector organizations, and businesses and non-profits with 20 or more employees must submit their 2017 accessibility compliance report by December 31, 2017.

The 2017 report will include questions relating to compliance with the updated customer service standard. In order to remain compliant and demonstrate its commitment to building an accessible community, the City of Kenora will need to make an amendment to its Accessibility Standards for Customer Service and Accessibility Policy.

The required changes have been tracked for your review. Please see City of Kenora – Accessibility Standards for Customer Service #LS-4-1 and Accessibility Policy #LS-4-2.

### **Resolution for Council:**

That Council hereby approves the amended City of Kenora Accessibility Standards for Customer Service #LS-4-1; and further

That Council hereby approves the amended City of Kenora Accessibility Policy #LS-4-2; and further

That Council gives three readings to a by-law to amend the City Policy Manual for this purpose

**Budget:** N/A

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

Policy manual will be updated and amended policies will be circulated to Managers and Accessibility Committee.

**Strategic Plan:**

3-3: The City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen-first approach to maintaining relations with the public.

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**Briefing By:** Adam Smith, Special Projects and Research Officer

**Bylaw Required:** Yes



## Accessibility Standards for Customer Service



| Section              | Date                  | By-Law Number | Page          | Of |
|----------------------|-----------------------|---------------|---------------|----|
| Legislative Services | August 13, 2013       | 80-2013       | 1             | 6  |
| Subsection           | Repeals By-Law Number |               | Policy Number |    |
| Accessibility        |                       |               | LS-4-1        |    |

### Policy Statement

The City of Kenora is committed to ensuring its services are provided in an accessible manner. The City recognizes the diverse needs of all residents and strives to provide services and facilities that are accessible to all.

The City of Kenora shall promote accessibility through the development of policies, practices, and procedures which ensure people with disabilities are considered. The City shall ensure that policies, practices, and procedures related to customer service address integration, independence, dignity, and equal opportunity.

### Operating Principles

Reasonable efforts shall be made to ensure the following:

- i) That goods and services are provided in a manner that respects the dignity and independence of persons with disabilities;
- ii) The provision of goods and services to people with disabilities, and others, are integrated unless an alternate measure is necessary, whether temporarily or permanently, to enable a person with a disability to obtain, use, or benefit from the goods and services provided by the City of Kenora; and
- iii) People with disabilities are given an opportunity – equal to that given to others – to obtain, use, and benefit from the goods and services provided by the City of Kenora.

### Procedures

Procedures and practices shall strive to reflect or achieve the following:

- i) Communication is conducted in a manner that takes into consideration a person's disability;
- ii) Staff receive appropriate training on providing accessible customer service;
- iii) Persons with disabilities accompanied by a service animal shall be permitted in those areas of the premises owned or operated by the City of Kenora that are open to the public;
- iv) Persons with disabilities accompanied by a support person shall be permitted to be accompanied by that support person on City premises open to the public;

## Accessibility Standards for Customer Service

| Policy Number | Page | Of |
|---------------|------|----|
| LS-4-1        | 2    | 6  |

- v) Prior notice shall be provided by the City for any admission fees applicable to support persons who accompany persons with disabilities;
- vi) Notice shall be provided when it is known that facilities or services that people with disabilities rely on to access City of Kenora services are temporarily disrupted;
- vii) A feedback process shall be established which allows people to provide feedback on how we are providing services to persons with disabilities;
- viii) Persons with disabilities shall be allowed to use their own personal assistive devices to obtain, use, or benefit from the services offered by the City of Kenora; and
- ix) City policies, practices, and procedures related to providing accessible customer service shall be available to the public.

### Guidelines

#### Support Persons

For the purpose of this policy, a 'support person' is defined as, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, or medical needs, or with access to goods or services.

The City of Kenora shall allow people with disabilities to be accompanied by a support person as required in all City owned and operated public facilities. The City of Kenora reserves the right to request the person with a disability to be accompanied by a support person in the event that it is considered necessary to protect the health and safety of the person with a disability or others on the premises.

Before making a decision, the City of Kenora will:

- i. consult with the person with a disability to understand their needs
- ii. consider health or safety reasons based on available evidence
- iii. determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

In such a situation, where a support person is deemed necessary the City of Kenora will waive the admission fee or fare for the support person, if one exists.

~~The City of Kenora shall provide prior notice of any admission fees for support persons who accompany a person with a disability as he or she accesses goods or services where admission is charged. Information on applicable admission fees shall be provided at the same location where other fee information is provided.~~

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### Service Animals

For the purposes of this policy, a 'service animal' is defined as either:

- i) A 'guide dog', as defined in section 1 of the *Blind Persons Rights' Act*, R.S.O. 1990, c.B.7; or
- ii) An animal used by a person with a disability, including but not limited to a dog, if:

|   |
|---|
| <b>Accessibility Standards for Customer Service</b> |
|---|

| Policy Number | Page | Of |
|---------------|------|----|
| LS-4-1        | 3    | 6  |

- a. It is readily apparent that such animal is used by the person for reasons related to his or her disability; or
- b. If the person provides ~~a letter from a physician or nurse~~[documentation from a regulated health professional](#) confirming that the person requires such animal for reasons relating to his or her disability.

The City of Kenora shall allow the person and the animal into all public facilities owned and operated by the City, and shall ensure that the person is permitted to keep the animal with him or her unless the animal is otherwise excluded by law.

If a service animal is otherwise excluded by law from City premises, the City of Kenora shall ensure that other measures are available to enable the person with a disability to obtain, use, or benefit from goods or services provided by the City.

### Assistive Devices

For the purposes of this policy, 'assistive devices' are defined as any piece of equipment or product that is used to increase, maintain, or improve functional capabilities of persons with disabilities.

The City of Kenora shall allow people with disabilities to use their own personal assistive devices to obtain, use, or benefit from the services offered by the City of Kenora.

Should a person with a disability be unable to access the City's services through the use of their own personal assistive device, the City of Kenora shall work with the individual to:

- i) Assess service delivery and potential service options to meet the needs of the individual; and
- ii) Identify alternative services and how a person with a disability can access the services, either temporarily or on a permanent basis.

### Formats of Documents

For the purposes of this policy, 'alternate formats of information' are defined as data, facts, knowledge, and subject matter, presented in a format that take into account a person's disability. This information may exist in many formats, such as text, numbers, image, or audio.

### Accessibility Standards for Customer Service

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Documented material printed in-house and publications produced on behalf of the City of Kenora should contain a note indicating "alternate formats of information are available upon request", and include relevant contact information.

Should the City of Kenora be required to provide a copy of a document to a person with a disability, the City shall provide the document, or the information contained in the document, in a format that takes into account the person's disability.

The City of Kenora and the person requesting the document or information may agree upon the format to be used for any document or information, subject to feasibility requirements of this policy.

Feasibility will be determined based upon cost in relation to the size of the document and time associated with processing document requests.

For timeframe attached to the process to convert the document to an alternate format of information may vary depending on the media, the size, complexity, quality of source documents and number of documents to be converted. Documents shall be provided in a timely manner depending on the factors previously noted.

Converting documents to an alternate format of information shall be processed in-house whenever possible. When a member of the public requests a document in an alternative format of information, the City department of origin shall be responsible for the cost of the conversion, materials and distribution, not the public requestor.

#### **Service Disruption**

For the purposes of this policy, a 'facility of service disruption' is defined as planned and unplanned unavailability of facilities or services operation by the City of Kenora, including but not limited to closed washroom facilities, elevators that are inoperable due to maintenance and websites that are temporarily unavailable.

If, in order to obtain, use, or benefit from the City's goods or services, people with disabilities usually use particular facilities or services of the City of Kenora (for

example, elevators), and if there is a temporary disruption in those facilities or services in whole or in part, the City of Kenora shall give notice of such disruption to the public.

### Accessibility Standards for Customer Service

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Notice of any facility or service disruption shall be given by posting the information in a conspicuous location on the relevant City premises and, whenever possible, by posting it on the City of Kenora website.

Notice of any facility or service disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

If the City of Kenora website should experience a planned temporary service disruption, advance notice where possible, keeping with the conditions of the facility or service disruption section of this policy, shall be provided on the website.

#### Feedback Process

The City of Kenora has established a process for receiving and responding to feedback on the manner in which the City of Kenora provides goods and services to persons with disabilities. Information about this process shall be made available to the public.

Should a member of the public wish to provide feedback to the City of Kenora on the goods or services provided by the City of Kenora, feedback can be provided in the following manner:

- i) In person, at 1 Main St South
- ii) By telephone, via the General Inquiries telephone line, at 807-467-2000
- iii) By email, via the General Inquiries email address at [service@kenora.ca](mailto:service@kenora.ca)

Once feedback has been received, the following process will be implemented:

- i) The Receptionist, as the case may be, will document the receipt of feedback in the Service Tracking System;
- ii) All feedback shall be forwarded by the internal Customer Service Accessibility Committee, to the relevant Staff contact;
- iii) The relevant Staff contact shall take appropriate action upon receiving feedback; and
- iv) If appropriate, the Staff contact or a representative of the Customer Service Accessibility Committee will follow-up with the person who provided the feedback.

~~v)~~ The Staff contact will ensure that feedback is provided or arranged in an accessible format or with communication supports, on request.

~~vi)~~ The Staff contact, together with the Customer Service Accessibility Committee, shall assess current policies, practices, and procedures to determine if any changes are required.

### Accessibility Standards for Customer Service

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#### Training

The City of Kenora shall ensure the following people receive training about the provision of its goods and services to people with disabilities:

- i) Every person who deals with members of the public or other third parties on behalf of the City, whether the person does so as an employee, agent, volunteer, or otherwise; and
- ii) Every person who participates in developing the City's policies, practices, and procedures governing the provision of goods or services to members of the public or other third parties.

Training shall include a review of the purposes of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c.11, the requirements of this policy, and instruction in the following matters, as necessary:

- i) How to interact and communicate with people with various types of disabilities as outlined in this policy and guidelines;
- ii) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person, as outlined in this policy and guidelines;
- iii) How to use equipment or devices available on City owned or operated premises, or otherwise provided by the City of Kenora, that may help with the provision of goods or services to a person with a disability; and
- iv) What to do if person with a disability is having difficulty accessing the City's goods or services.

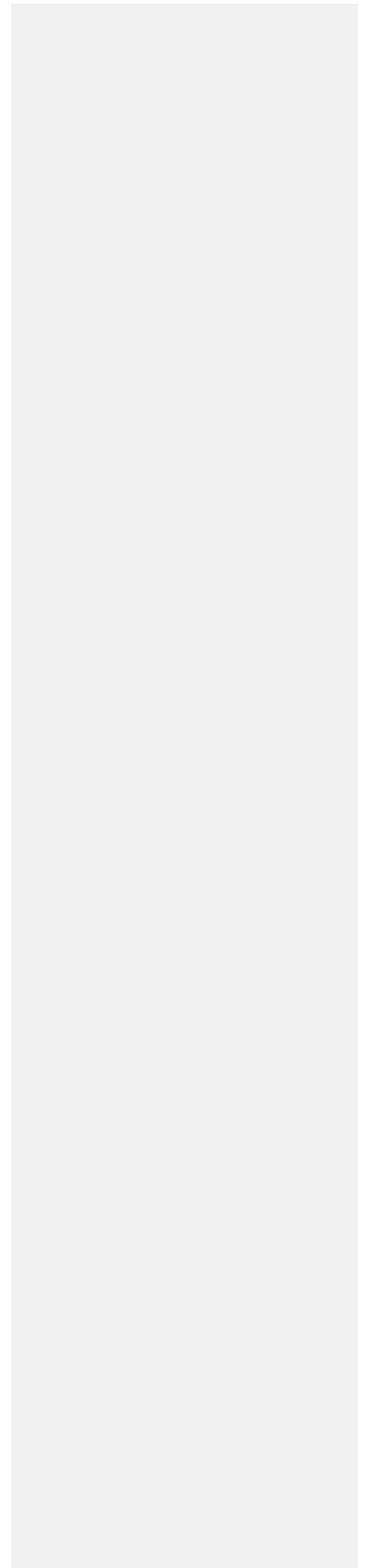
The City of Kenora shall log and maintain records which record the details of the training provided, as well as the name of the person, location, and date the training was completed. Training shall also be provided on an ongoing basis when changes are made to this policy and guidelines.

#### See Also

*Accessibility for Ontarians with Disabilities Act, 2005*  
Ontario Regulation 429/07, Accessibility Standards for Customer Service.  
*Ontario Human Rights Code*, R.S.O. 1990, c.H.19

#### Note

Any reference to a statute herein is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect, and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.



## Accessibility Policy



|  |                                     |                                      |                                |                |
|--|-------------------------------------|--------------------------------------|--------------------------------|----------------|
| <b>Section</b><br>Legislative Services | <b>Date</b><br>December 17,<br>2013 | <b>By-law<br/>Number</b><br>127-2013 | <b>Page</b><br>1               | <b>of</b><br>6 |
| <b>Subsection</b><br>Accessibility     | <b>Repeals By-law Number</b>        |                                      | <b>Policy Number</b><br>LS-4-2 |                |

### Policy Statement

It is the policy of the Corporation of the City of Kenora that all people achieve accessibility, consistent with the principles of independence, dignity, integration and equality of opportunity as set out in the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.

### Purpose

This Policy is intended to provide the overarching framework to guide the review and development of other policies, standards, procedures, By-laws and guidelines of The City of Kenora (City) in order to comply with the standards developed under the Accessibility for Ontarians with Disabilities Act (AODA), 2005, the Accessibility Standards for Customer Service established by Ontario Regulation 429.07, and the Integrated Accessibility Standards Regulation (IASR) established by Ontario Regulation 191/1, and all regulation pursuant to this Act.

### Application

This Policy applies to all City employees, volunteers, and to third parties who provide goods, services or facilities to the public on behalf of the City and who develop policies on behalf of the City.

### Principles

The City of Kenora:

- Is committed to treating all people in a way that allows them to maintain their dignity and independence.
- Believes in inclusion and equal opportunity
- Is committed to meeting the needs of people with disabilities in a timely manner,



## Accessibility Policy

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- Is committed to preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### General Requirements

The City of Kenora is a designated public sector organization under the AODA and is committed to meeting the accessibility needs of people with disabilities.

### Accessibility Advisory Committee

The Accessibility Advisory Committee is established by City Council. It is required under the Accessibility for Ontarians with Disabilities Act (AODA). The Committee is responsible for advising City Council on the development and implementation of the Municipal Accessibility Plan and advising Council on issues relating to citizens with a disability.

### Accessibility Plans and Policies

The City shall produce a Multi-year Accessibility Plan. The Multi-year Accessibility Plan will be:

- Reviewed and updated at least every five years, and
- Established, reviewed and updated in consultation with persons with disabilities and the City's Accessibility Advisory Committee.

If through public consultation, feedback, and our own accessibility action and planning processes, it is determined that the Multi-year Accessibility Plan needs revision, the City of Kenora will update it to reflect these insights.

The City of Kenora has an internal Administrative Accessibility Committee that meets regularly to review progress in meeting the requirements of the AODA and to monitor progress on implementing the accessibility plan and to determine that barrier-removal and barrier-prevention strategies are implemented effectively.

An annual status report on the progress of measures taken to implement the multiyear accessibility plan will be prepared. The Multi-year Accessibility Plan and accompanying status report will be posted on the City's web-site and provided in an accessible format upon request.

## Accessibility Policy

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### Procurement

When procuring goods, services, self-service kiosks or facilities, the City shall incorporate accessibility criteria and features, unless it is not feasible (practicable). If not practicable, the City shall provide an explanation, upon request.

### Training

All City employees, volunteers and third parties providing goods and services to members of the public on the City's behalf, as well as those who develop the policies, practices and procedures governing the provision of goods or services to member of the public or other third parties will receive accessibility training.

This training shall include:

- A review of the purposes of the AODA and the requirements of the Accessibility Standards for Customer Service (Ontario regulation 429/07)
- A review of the requirements of the accessibility standards referred to in the AODA Integrated Accessibility Standards (Ontario Regulation 191/110) and on the Human Rights Code as it pertains to persons with disabilities.

The training provided shall be appropriate to the duties of the employee, volunteer or third party. Training shall take place as soon as is practical and upon completion, the City shall keep a record of the training provided including the dates on which accessibility training took place.

### Information and Communications

#### Accessible Formats and Communication Supports

Except as otherwise provided by the AODA, the City shall, upon request, and in consultation with the person making the request, provide or make arrangements to provide accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's accessibility needs and at a cost that is not more than the regular cost charged to other persons.

## Accessibility Policy

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### **Websites and Web Content**

Internet websites and web content controlled directly by the City will conform to the World Wide Web Content Accessibility

Guidelines (WCAG) 2.0 in accordance with the schedule set out in the Information and Communication Standards of the IASR.

### **Employment**

The City of Kenora is committed to creating an inclusive work environment for all and providing accessibility for people with disabilities throughout the employment life cycle in accordance with the requirements and timelines set out in the Employment Standards of the Integrated Accessibility Standards Regulation and existing requirements under the Ontario Human Rights Code.

### **Transportation**

The City is committed to ensuring accessible public transportation services are available through both conventional and specialized transit services in accordance with Transportation Standards of the IASR.

### **Built Environment**

The City shall comply with the AODA Design of Public Spaces Standards (Accessibility Standards for The Built Environment) when undertaking new construction and redevelopment of public spaces in the following areas:

- Recreational trails and beach access routes;
- Outdoor public use eating areas;
- Outdoor play spaces;
- Exterior paths of travel;
- Accessible Parking;
- Obtaining Services; and
- Maintenance of accessible elements.

This policy does not apply to construction that is external to the City for which the City has provided a permit however compliance with the AODA Built Environment Standards should be encouraged.

The City shall ensure that the City's Accessibility Design Standards reflect the AODA Built Environment Standards.

## Accessibility Policy

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### Customer Service Standards

The City of Kenora is committed to the provision of excellent customer service. The Accessibility Policy No. LS-4-1 effective since in August 13, 2009, outlined the customer service standards as required by the AODA. The contents of the Policy are now included in this document where appropriate.

### Guide Dogs, Service Animals

If a person with a disability is accompanied by a guide dog or other service animal, the City will permit the person to enter the premises with the animal and keep it with him or her, unless the animal is otherwise excluded by law from the premises. If the service animal or guide dog is excluded by law from the premises, the City will look to other available measures to enable the person with a disability to obtain, use or benefit from the City's goods and services.

### Support Persons

If a person with a disability is accompanied by a support person, they are permitted to enter the premises together and are not prevented from having access to each other while on the premises. The City may require a person with a disability to be accompanied by a support person while on its premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises. In such a situation, where a support person is deemed necessary the City of Kenora will waive the admission fee or fare for the support person, if one exists. Where fees for goods and services are advertised or promoted by the City, it will provide advance notice of the amount payable, if any, in respect of the support person.

### Disruption of Services

If there is a temporary disruption in a particular facility or service used to allow a person with a disability to access good or service, the City will give notice of the disruption to the public.

### Assistive Devices

If a person with a disability requires assistive devices to access good or service of the City they are allowed to use such devices.

## Accessibility Policy

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### Accessibility Feedback

The City of Kenora has an accessible feedback process. Feedback on how services are delivered to people with disabilities shall be invited, forwarded to the appropriate personnel, responded to, documented and tracked. Feedback can be provided in multiple formats including in person, by mail, phone, email and TTY.

### Non Compliance

Failure to comply with the AODA regulations can result in administrative penalties as defined in Part V: Compliance of the Integrated Accessibility Standards, Ontario Regulation 191/11. Employees who fail to comply with this policy may be subject to disciplinary action. Agents who fail to comply with this policy may be subject to contract termination.



September 19, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:**

Keewatin Medical Clinic Lease Renewal

**Background Information:**

The lease agreement with the Dr. Kroeker, Dr. T. Wehner and Dr. S Wiebe for the Keewatin Medical Clinic is at the half way point of the current 10 year Lease that expires October 31, 2020. The lease rent adjustment has set rates within the lease however they are only set up to year 2015. New rates are required for the second half of the current lease. The new rates have been mutually agreed to as follows:

The lease renewal provides for a 7.5% escalation from the 2015 rate of \$15,296.62 + HST and will remain as such for the next 5 year term as shown below. Instead of annual increases, this method calculates an increase over the 5 year span and takes the average price at the midpoint (2 ½ years). It benefits the landlord in the first half and the tenant in the second half of the contract. There is no recalculating amounts at the end of each year when other methods are used. This method of calculating fees is a common practice with the provincial government. The new annual and monthly rate is as follows:

2016 \$16,443.87 + HST

2017 \$16,443.87 + HST

2018 \$16,443.87 + HST

2019 \$16,443.87 + HST

2020 \$16,443.87 + HST

Monthly installments of \$1,370.32 + HST.

**Resolution for Council:**

That Council gives three readings to a by-law to authorize the execution of new rates for the remaining five (5) years of the lease agreement with the Keewatin Medical Center at the municipal property located at 904 Ottawa Street; and further

That the Mayor and City Clerk be hereby authorized to execute the agreement.

**Briefing By:** James Tkachyk, Parks & Facilities Division Lead

**Bylaw Required:** Yes



September 27, 2016

## Housekeeping Council Briefing

**Agenda Item Title:** 2016 Fire and Emergency Services 3<sup>rd</sup> Quarter Summary

### **Background Information:**

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

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

**Period:** July 1, 2016 to September 30<sup>th</sup>, 2016.

### **Emergency Responses**

In 2015 fire personnel responded to a total of 483 emergency calls. The 3<sup>rd</sup> Quarter of 2016 has been a busy quarter with CKFES responded to a total of 128 emergency responses compared to 59 emergency responses during the previous quarter. To date, CKFES have responded to 333 emergency calls compared to 326 emergency calls over the same period in 2015.

During the 3<sup>rd</sup> Quarter fire personnel responded to the follow emergency responses:

1. Fire Related: 7 calls including two major incidents at the Kenwood Hotel and Days Inn Hotel. OFMEM has been contacted in both these incidents.
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 48
3. Emergency Medical Response: 19
4. Police Assistance: 0
5. Water Ice Rescue: 1
6. Elevator Rescue: 1
7. Burning Complaints: 15
8. Natural Gas Line Ruptures: 3
9. Motor Vehicle Collisions: 19 incidents on local roads and area highways, resulting in \$5,375.00 cost recovery through the Ministry of Transportation (MTO) Highway Invoicing Program during this quarter. To date a total of \$13,700.00 has been invoiced through the MTO program.
10. Other: 15 calls including gasoline leak, power line arcing, human perceived emergencies, TransCanada Pipeline scheduled venting and electrical panel arcing.

### **First Nations Emergency Response Agreements**

The CKFES responded to two emergency calls during this quarter on Wauzhushk Onigum First Nation. To date \$ 20,475.00 has been invoiced for fire protection services.

## **Fire Inspections**

The CKFES continues to be proactive in administering the Ontario Fire Code through our Fire Inspection Program, completing 25 fire code inspections. Currently two remain open and CKFES are working closely with building owners in becoming compliant to the Ontario Fire Code.

## **Vulnerable Occupancy Program**

In Ontario, owners of a care homes, care and treatment homes and retirement homes are legislated to update their Fire Safety Plan and, prepare and perform annual fire drill scenarios. These fire drills must be preapproved and monitored by the Chief Fire Official.

The City of Kenora has four homes that meet these requirements and the CKFES works closely with them to ensure they meet their annual legislated requirements.

All legislated vulnerable occupancy fire plans and fire drills have been completed for 2016.

## **Fire Prevention and Life Safety Education Program**

The City of Kenora Fire and Emergency Services provides fire prevention and life safety education program to our City partners through the distribution of Fire Safety pamphlets, school and adult education programs, reviewing and approving Fire Safety Plans and working closely with local media in delivering timely fire safety training.

## **Bullex Bullseye Digital Fire Extinguisher Training**

As part of the fire department Capital Expenditures program for Training Aids, Kenora Fire and Emergency Services has purchased a Bullex Bullseye Digital Fire Extinguisher Training Aid. This system is a huge addition to our fire prevention program allowing firefighters to deliver training safely in any setting. Extending our fire extinguisher training program year round indoors or outdoors. This trainer is environmentally friendly by removing the discharge of real extinguishers and the lighting of actual fires, reduces cost for the client and largely increases the number of people that can be trained at any given time. During Annual Family Safety Night 137 people were trained on proper fire extinguisher use.

The purchase of this training system could not have been done without the generous contributions and partnerships with TransCanada Pipelines and the Ministry of Natural Resources and Forestry.

Fire Extinguisher Training at Hennesey Terrace Care Home.





See the link to Bullex Trainer below or drop by Station 1 for a demonstration. See attached.

<http://bullex.com/product/bullseye-publiceducation/>

During this quarter, fire personnel have completed the following:

1. Fire Safety Plan Approvals: 9
2. Hall Tours: 6 individuals and groups.
3. Annual Stuff a Boat Program at Safeway selling food donation packages with proceeds going to local Salvation Army.
4. School Prevention Presentations: 4 including Evergreen Schools, King George and 2 What's Cooking for Teens Courses were delivered St. Thomas Aquinas High School.
5. Day Care Prevention – Kids Zone and Kenora Anishinaabe Queg Daycare.
6. Fire Extinguisher Program: NWHU, TransCanada, Pinecrest
7. Media: Emergency Preparedness Forest Fire Smart, Welcome Back Summer Residence - Q104 radio advertisements and interviews.
8. Alarmed For Life Program August 30<sup>th</sup> – Drewry Drive Area
9. TAPP-C Program – Children's Arson Program – delivered to two children who had started fires in the home.
10. 4<sup>th</sup> Annual Family Safety Night occurred on September 13 and was a huge success with over 800 members of the public attending. Kenora Fire and Emergency Services is a large contributor to this event and has member's sitting on the planning committee. This year's fire events included children's firefighter maze, kid's firefighter challenge, Bullex Fire Extinguisher demo and fire prevention and education booth.
11. New Forest Fire and Fire Prevention Signs have been purchased through partnerships with the Ministry of Natural Resources and Forestry, Miisun Integrated Resource Management and Weyerhaeuser Trus Joist.



12. Annual Rotary Club Auction, Fire Department Birthday Party - September 25, 2016
13. Donation of Shaw Communications Cuddle Bears. Cuddle bears are given to children to aid in comforting them during emergencies situations.



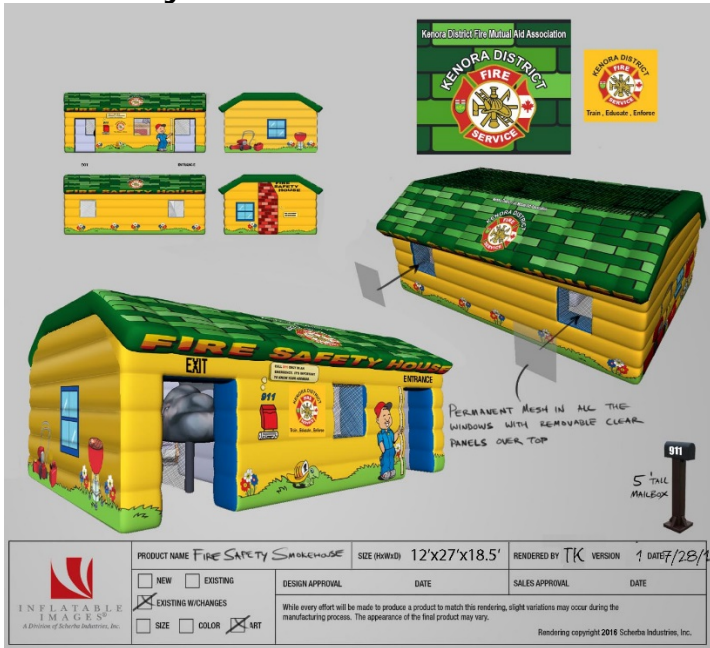
## **Training**

1. Pumper Truck Operations
2. Fire Ground Theory and Operations
3. Pump Operations
4. Driver Training
5. Public and Fire Life Safety Educator, Level 1 - 5 staff attended the course in Dryden and the following have received certification: Earl Bichon, Doug Schott, Kris Tivy, Gary Sinclair and Todd Skene. In addition, we recently received certification for Terry McLeod who completed his Level 1 in 2015.
6. FireCon 2016 – 10 members attended the following courses:
  - a. Public Education and Life Safety Educator Level 2
  - b. Search and Rescue Operations
  - c. Liquid Petroleum Gas Level 1 Firefighting – Live Fire
  - d. Electrical Safety
  - e. SCBA and Personal Protective Equipment
  - f. Leadership building mental health resilience.
  - g. Safety for First Responders and Fire Investigators

## **Other**

1. Monthly Chief Fire Officer Meetings
2. Monthly Health and Safety Meetings
3. Two new COOP Student:
  - a. Austen Holmstrom - St. Thomas Aquinas High Scholl
  - b. Liam Isfeldt - Beaver Brae High School
4. Purchase of 12 new bunker suits and helmets to replace old worn and expired equipment.
5. The City of Kenora is a member of the Kenora District Fire Mutual Aid Association which has recently purchased, through donations from partners, an inflatable Fire Safety House and Fire Safety Trailer for use throughout the Kenora Fire District. This unit is available to all members and will travel around the fire district to fire prevention and education events. Next association meeting is October 1<sup>st</sup> in Sioux Lookout.

## Fire Safety House



## Fire Safety Trailer



**Fire Prevention Week** is from October 9<sup>th</sup> to 16<sup>th</sup> and the CKFES will be having Fire Prevention Night on Tuesday October 9<sup>th</sup> from 4:30 pm to 7:00pm. This event will include fun and games for all, charity BBQ and the kick off for the new Fire Safety House.

The CKFES continues to work closely with our internal and external partners in delivering a comprehensive fire prevention, inspection and emergency response program.

### Resolution for Council:

That Council hereby accepts the 2016 Third Quarterly Summary Report from the Kenora Fire and Emergency Services Department for the period of July 1 to September 30, 2016.

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

**Bylaw Required:** No



September 19, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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**Agenda Item Title:**

NOHFC Amending Agreement – Wayfinding Project

**Background Information:**

This is for administrative purposes only. As a result of a lead staff person from the Community & Development Services department, the wayfinding project was required to be delayed for 2016. The Contribution agreement for the project required the completion date of December 31, 2016 and therefore a change request was made which has been approved. This means the project shall be completed prior to December 31, 2017 rather than December 31, 2016.

All other terms of the agreement remain in place.

**Resolution for Council:**

That Council gives three readings to a by-law to authorize the execution of an amended funding agreement for a project completion date between the Northern Ontario Heritage Fund (NOHFC) and the Corporation of the City of Kenora for the wayfinding project; and further

That the CAO be authorized to execute this agreement.

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

**Bylaw Required:** Yes



October 3, 2016

## Housekeeping Council Briefing

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**Agenda Item Title:** Northern Community Investment Readiness Funding Agreement

Ratified Agreement Title – NCIR Funding towards CIP for Harbourtown Centre & Former Mill Site

**Background Information:**

An agreement was reached between the Corporation of the City of Kenora and the Ministry of Northern Development and Mines for the provision of funds to support the Community Improvement Plan for the Kenora Harbourtown Centre and Former Mill Site, for the term being the effective date and ending December 15<sup>th</sup>, 2016 in the amount of \$15,000. The agreement is now ready for execution by bylaw.

**Resolution for Council:**

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Ministry of Northern Development and Mines for the provision of funds to support the Community Improvement Plan; and further

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

**Budget:** \$5,000 to initiate the program and apply for \$15,000 further funding by the province

**Communication Plan/Notice By-law Requirements:** As per Council's agenda notice

**Strategic Plan or Other Guiding Document:** Official Plan, Strategic Plan, Harbourtown Centre & Former Mill Site CIPs

Strategic Plan - 1-4 The City will promote Kenora to external investment audiences in specific sectors that provide the most promise for job growth and economic diversification

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**Briefing By:** Devon McCloskey, City Planner

**Bylaw Required:** Yes



September 27, 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:

- September 14 – Environmental Advisory Committee
- September 15 – Lake of the Woods Museum Board; and

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

- June 8 – Kenora Police Services Board
- July 21 – Kenora District Services Board
- July 26 – 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



September 21, 2016

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** Realignment of Second Street South, Bernier Drive, and Water Street – Construction of T Intersection 2016 – Agreement - KGS

**Background Information:**

At the August 23, 2016 Council Meeting, City Administration passed a bylaw which included a provision to approve sole-source selection of a Consulting firm for the engineering design, tender and contract administration works for the realignment of Second Street South, Bernier Drive and Water Street to construct a T intersection.

It is now in order for the City to enter into an agreement with KGS Group to perform the engineering design, tender and contract administration services.

Attached is a copy of the agreement document for reference.

**Resolution for Council:**

That further to the City approving a sole-source selection for engineering design, tender and contract administration or the realignment of Second Street South, Bernier Drive, and Water Street to construct a T intersection, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and KGS Group; and further

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

**Briefing By:** Marco Vogrig, Municipal Engineer

**Bylaw Required:** Yes



September 22, 2016

## **Housekeeping Council Briefing**

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

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

**Background Information:**

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

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

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

**Resolution for Council:**

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

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

**Bylaw Required:** No



**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

August 2016

Prepared by: Biman Paudel, Water & Wastewater Division Lead  
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## 1.0 Introduction

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

- Aug 2<sup>nd</sup>
- Aug 8<sup>th</sup>
- Aug 15<sup>th</sup>
- Aug 22<sup>nd</sup>
- Aug 29<sup>th</sup>

One distribution sample tested positive for total coliform. It was reported as adverse and corrective action was taken as per Schedule 17 of Reg 170. Sampling error is suspected.

### 2.3 Maintenance

- Replaced hose on #1 polymer pump.
- Installed new air compressor at WTP.
- Replaced pump in highlift sump pit.
- Repaired air leak in extractor cabinet.
- Installed PM kit in spare ¾” injector.
- Installed new LOH pressure transmitters.
- Installed new flowmeter at Brinkman Booster.

## 2.4 Training

No training took place in the month of August.

## 2.5 Water Quality Complaints

There were five water quality complaints in August. Four were related to taste and odour issues. A fifth was regarding fine red sediment in a resident's tap water. This occurred soon after water was redirected to complete a watermain repair. Sediment problem cleared up when repair was done and normal valve positions were restored.

## 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.
- Began working on Coney Island cross connection audit.

# 3.0 Water Distribution System and Wastewater Collection System

## 3.1 Maintenance

### 3.1.1. Water Distribution

- August 2-3 - Dug and repaired watermain break at: 101 Mikado Avenue.  
- Dug and repaired service valves at: 422 Coney Island.
- August 18 - Dug and replaced curb stop at: 1007 Ottawa Street.
- August 24-25 - Dug and repaired watermain at: 1357 Valley Drive.
- August 29 - Dug and replaced new rod and box on watermain at: the corner of Ninth Street North and Sixteenth Avenue North.
- August 30-31 - Dug and repaired watermain break at: 10 Pump Avenue.

### 3.1.2. Wastewater Collection

- August 2 - Rodded plugged sewer at: 518 Sixth Avenue South.
- August 3 - Replaced grinder pump at: 9 Universal Drive.
- August 4 - Rodded plugged sewer at: 114 Mellick Avenue.
- August 5 - Rodded plugged sewer at: 1251 Hennan Place.
- August 8 - Rodded plugged sewer at: 21 Main Street Rideout.

- Rodded plugged sewer at: 617 Second Street South.

- August 20 - Replaced grinder pump at: 310 Rabbit Lake Road.
  - Replaced grinder pump at: 2 Birchwood Place.
- August 25 - Rodded plugged sewer at: 431 Bay Street.
  - Replaced grinder pump at: Ornge Ambulance.
- August 26 - Televised plugged sewer at: 431 Bay Street.
- August 30 – Televised plugged sewer at: 201 Mclean Avenue.

**3.1.3. Water Thaws:**

|         | August 2015 | August 2016 |
|---------|-------------|-------------|
| City    | 0           | 0           |
| Private | 0           | 0           |

**3.2 Training**

- No training in the month of August.

**3.3 Water Quality Complaints**

There was five (5) water quality complaints reported to the Water Treatment Plant for the month of August.

- Four (4) were related to taste and odour and one (1) presence of sediment. For further detail see Item 2.5.

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

Date and Location:

- August 31<sup>st</sup> - Two (2) residents on Railway Street and three (3) residents on Pump Avenue.

**3.5 Other Information**

- Received Certificate of Accreditation on City's Drinking Water System.

## 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 August 24th, 2016 - Results: (also Sludge Cake Metal Analysis).
- Total BOD (biological oxygen demand) Raw Sewage: 115 [mg/L]
  - Total BOD Final Effluent: 3.8 [mg/L] - limit is 25 [mg/L].
  - Total Suspended Solids Raw Sewage: 119 [mg/ L]
  - Total Suspended Solids Final Effluent: 7.4 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on August 3, 10, 17, 24, 31, 2016 - Results: Organisms/100 ml
- Geometric Means from samples in June: 55.6 organisms/100mL.
  - 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 55.6 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 94%.

### 4.3 Maintenance

- Sludge Press maintenance.
- Plant backflow preventers (bfp) checked: 2 in office passed the test, 300 Building failed the test. A.K. Contracting replacing 4 inch bfp in 300 Building.
- UV Maintenance.
- Replaced relay on polymer system.
- Replaced both pressure gauges on polymer system.
- Adjusted sensitivity on all relays in polymer system [Electrician].
- 100 Building – grease maintenance.
- Polymer flow alarm signal restored [Electrician].

### 4.4 Training

- Health and Safety Policy reviewed with staff.

### 4.5 Other Information

August 10<sup>th</sup>, 2016 - Workplace Health & Safety inspection completed.

**Schedule "A"**

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

| <b>Water Plant Flows</b>                   | <b>Units</b>          | <b>January</b> | <b>February</b> | <b>March</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>August</b> | <b>September</b> | <b>October</b> | <b>November</b> | <b>December</b> | <b>TOTAL</b> |
|--|-----------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|--------------|
| <u>Influent Flow</u>                       |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Total Influent Flow                        | m <sup>3</sup> /month | 208502         | 190747          | 202796       | 188562       | 183537     | 172325      | 187086      | 190135        |                  |                |                 |                 | 1523690      |
| Maximum Daily Influent Flow                | m <sup>3</sup> /day   | 7677           | 7223            | 7586         | 7125         | 6852       | 6627        | 7230        | 6691          |                  |                |                 |                 | 57011        |
| Minimum Daily Influent Flow                | m <sup>3</sup> /day   | 5931           | 5835            | 5502         | 5090         | 4275       | 5020        | 5440        | 5316          |                  |                |                 |                 | 42409        |
| Average Daily Influent Flow                | m <sup>3</sup> /day   | 6726           | 6577            | 6542         | 6285         | 5921       | 5744        | 6035        | 6133          |                  |                |                 |                 | 49963        |
| Maximum Daily Instantaneous Influent Flow  | m <sup>3</sup> /day   | 17837          | 16448           | 16668        | 16601        | 18019      | 18190       | 18834       | 21891         |                  |                |                 |                 | 144488       |
| <u>Effluent Flow</u>                       |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Total Effluent Flow                        | m <sup>3</sup> /month | 195159         | 177617          | 188007       | 174382       | 169242     | 159299      | 173197      | 176498        |                  |                |                 |                 | 1413401      |
| Maximum Daily Effluent Flow                | m <sup>3</sup> /day   | 7234           | 6727            | 7246         | 6763         | 6446       | 6044        | 6764        | 6230          |                  |                |                 |                 | 53454        |
| Minimum Daily Effluent Flow                | m <sup>3</sup> /day   | 5591           | 5423            | 5147         | 4701         | 4101       | 4561        | 4908        | 4963          |                  |                |                 |                 | 39395        |
| Average Daily Effluent Flow                | m <sup>3</sup> /day   | 6295           | 6125            | 6065         | 5813         | 5459       | 5310        | 5587        | 5693          |                  |                |                 |                 | 46347        |
| Plant Meter Reading                        | m <sup>3</sup> /month | 5677           | 5293            | 5489         | 5145         | 5126       | 4889        | 5084        | 4975          |                  |                |                 |                 |              |
| Compensated Total Effluent Flow            | m <sup>3</sup> /month | 189482         | 172324          | 182518       | 169237       | 164116     | 154410      | 168113      | 171523        |                  |                |                 |                 | 1371723      |
| <u>Samples</u>                             |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| <u>Weekly Bacteriological</u>              |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Number of Raw Samples Taken                |                       | 4              | 5               | 4            | 4            | 5          | 4           | 4           | 5             |                  |                |                 |                 | 35           |
| Number of Treated Samples Taken            |                       | 4              | 5               | 4            | 4            | 5          | 4           | 4           | 5             |                  |                |                 |                 | 35           |
| Number of Distribution Samples Taken       |                       | 24             | 30              | 24           | 24           | 30         | 24          | 24          | 30            |                  |                |                 |                 | 210          |
| <u>Boil Water Advisory Bacteriological</u> |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Number Taken                               |                       | 10             | 2               | 0            | 10           | 6          | 2           | 24          | 2             |                  |                |                 |                 | 56           |
| <b>WTP Callouts</b>                        |                       | 3              | 5               | 2            | 0            | 7          | 9           | 7           | 3             |                  |                |                 |                 | 36           |
| <u>Water Thaws</u>                         |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| City                                       |                       | 0              | 0               | 0            | 0            | 0          | 0           | 0           | 0             |                  |                |                 |                 | 0            |
| Private                                    |                       | 3              | 0               | 0            | 0            | 0          | 0           | 0           | 0             |                  |                |                 |                 | 3            |
| Total                                      |                       | 3              | 0               | 0            | 0            | 0          | 0           | 0           | 0             |                  |                |                 |                 | 3            |





## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2016

| <b>Wastewater Plant Flows</b>     |                      | 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. | 166,796 | 145,593  | 239,945 | 280,713 | 226,870 | 286,533 | 328,031 | 227,201 |           |         |          |          | 1,901,682 |
| Maximum Daily Influent Flow       | m <sup>3</sup> /day  | 5,929   | 5,737    | 15,435  | 21,452  | 10,379  | 18,398  | 16,858  | 9,680   |           |         |          |          | 103,868   |
| Minimum Daily Influent Flow       | m <sup>3</sup> /day  | 5,158   | 4,695    | 5,024   | 6,955   | 6,620   | 4,356   | 7,718   | 6,705   |           |         |          |          | 47,231    |
| Average Daily Influent Flow       | m <sup>3</sup> /day  | 5,380   | 5,020    | 7,740   | 9,357   | 7,318   | 9,551   | 10,582  | 7,329   |           |         |          |          | 62,277    |
| <u>Effluent Flow</u>              |                      |         |          |         |         |         |         |         |         |           |         |          |          |           |
| Total Effluent Flow               | m <sup>3</sup> /mon. | 172,152 | 153,306  | 243,436 | 277,099 | 214,676 | 259,909 | 306,709 | 214,133 |           |         |          |          | 1,841,420 |
| Average Daily Flow                | m <sup>3</sup> /day  | 5,553   | 5,286    | 7,852   | 9,236   | 6,925   | 8,664   | 9,894   | 6,905   |           |         |          |          | 60,315    |
| <u>Samples</u>                    |                      |         |          |         |         |         |         |         |         |           |         |          |          |           |
| Weekly Bacteriological --ALS Labs |                      | 4       | 4        | 5       | 4       | 4       | 5       | 4       | 5       |           |         |          |          | 35        |
| Number of Raw Samples Taken       |                      | 1       | 1        | 1       | 1       | 1       | 1       | 1       | 1       |           |         |          |          | 8         |
| Number of Treated Samples Taken   |                      | 4       | 4        | 5       | 4       | 4       | 5       | 4       | 5       |           |         |          |          | 35        |
| Geometric Means (Bacti Samples)   |                      | 20.6    | 50.7     | 26.3    | 27.5    | 13.7    | 36.09   | 108.8   | 55.6    |           |         |          |          | 339       |
| Sludge Hauled to Landfill         | m <sup>3</sup> /mon  | 217     | 183      | 247     | 205     | 285     | 251     | 205     | 148.2   |           |         |          |          | 1,741     |
| <u>Callouts</u>                   |                      |         |          |         |         |         |         |         |         |           |         |          |          |           |
|                                   |                      | 1       | 0        | 2       | 1       | 1       | 2       | 1       | 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     |
|-----------------------------------|----------------------|---------|----------|---------|---------|---------|---------|---------|---------|-----------|---------|----------|----------|-----------|
| <b>Wastewater Plant Flows</b>     |                      |         |          |         |         |         |         |         |         |           |         |          |          |           |
| <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>                    |                      |         |          |         |         |         |         |         |         |           |         |          |          |           |
| 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 <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        |