



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, August 22, 2017
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 will approve an amendment to the 2017 Water & Sewer operating budget from the City's Water & Sewer Reserve to fund the incremental wage and benefit costs for 2016 and 2017 negotiated settlement with IBEW Local 559

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 – July 18, 2017
- Special Council – August 8, 2017

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Corporate Services & Strategic Initiatives

- 2017 January-June Capital and Unusual Spending
- 2017 Q2 Investments
- June 2017 Financial Statements
- FCM Municipal Asset Management Program Funding Application
- Pickleball Club Tax Receipt Request
- Strategic Plan Update
- Memorandum of Agreement IBEW Local 559

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- No Reports

9.4 Community & Development Services

- Keewatin Memorial Arena Concession Contract
- Alteration to Heritage Designated Museum Annex
- LOW Museum Art Centre Interest Free Loan
- LOW Museum NOHFC Strategic Economic Infrastructure Funding Application
- Request to Repeal Heritage Designation on Kenricia Hotel

10. Housekeeping Resolutions

- 2017 Q2 Contracts
- Various Committee Minutes
- June 2017 Water & Wastewater Monthly Summary
- StreetScan Agreement Execution

11. Tenders

- School Crossing Guard Tender – 2017-2019

12. By-laws

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

- Confirmatory
- Memorandum of Agreement IBEW Local 559
- Budget Amendment for IBEW Local 559 Agreement
- Keewatin Memorial Arena Concession Contract
- Alteration to Heritage Designated Museum Annex
- StreetScan Agreement Execution

13. Notices of Motion

14. Proclamations

- Prostate Cancer Awareness Month (September)

15. Announcements (non-action)

16. Adjourn to a Closed Session

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

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

17. Adjourn Meeting

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

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

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

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

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



Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



July 31, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Contracts & Expenditures Approved Jan – June 2017

Background Information:

Per the Procurement Policy, the Budget/Special Projects Officer (Treasurer in the absence of the Budget/Special Projects Officer) may award a tender, contract or purchase for greater than \$20,000 provided that:

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

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

Budget:

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

Risk Analysis:

Although this is a housekeeping item the risk associated with this report is low. Internal controls have been established to ensure that these payments are legitimate and conform to the City's procurement policy.

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

Strategic Plan or Other Guiding Document:

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

Resolution for Council:

That Council hereby receives this information report of Jon Ranger, Budget/Special Projects Officer with respect to contracts awarded within the Manager's approved limits for Jan to June 2017.

Briefing By: Jon Ranger, Budget/Special Project Officer

Bylaw Required: No



August 1, 2017

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:

- July 6 – Environmental Advisory Committee
- July 19 – Heritage Kenora Committee
- July 20 – Lake of the Woods Museum Board; and

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

- April 28 & June 2 – District of Kenora Home for the Aged Board of Management
- May 11 & June 15 – Kenora District Services Board; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



July 20, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: 2017 Water & Wastewater Systems Monthly Summary Report – June

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 2017 Water and Wastewater Systems Monthly Summary Report for June.

Resolution for Council:

That Council of the City of Kenora hereby accepts the June 2017 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Risk Analysis:

As per the requirements in the City's ERM Policy, there would be an extreme external impact to people if the drinking water were compromised, resulting in an extreme impact to the City operationally, financially and legally. The risk has been mitigated with regular monthly reporting to Council so they have awareness on how the Water Treatment Plant, the Wastewater Treatment Plant and the Water Distribution and Wastewater Collection Systems are maintained, and also by the City maintaining an awareness and compliance with provincial reporting requirements under the Safe Drinking Water Act 2002

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

June 2017

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 June 2017 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:

- Jun 5th
- Jun 12th
- Jun 19th
- Jun 26th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Installed preventative maintenance kit on 1” chlorine injector.
- Removed old pump/motor from Pine Portage Booster.
- Worked with electrician to switch wastewater control to SCADA.
- Replaced cracked fitting on pre chlorinator diaphragm.
- Changed north tonner chlorine regulator.
- Installed backflow preventer assembly on water fill line at Norman Booster.
- Installed new turbidimeter and controller on filter #1.

2.4 Training

No training took place in the month of June.

2.5 Water Quality Complaints

There were no water quality complaints in the month of June.

2.6 Other Information

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

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- June 8 - Repaired 3” water main break at: 390 Coney Island.
- June 12 - Tapped new water service at: 1204 Pine Portage Road.
- June 28 - Repaired breakaway hydrant adapter at: Rec Centre.
- June 29 - Dug and repaired watermain break at: the corner of Preston Street and Eighth Street North.

3.1.2. Wastewater Collection

- June 2 - Rodded plugged sewer at: 13¹/₂ Mellick Avenue.
- June 3 - Rodded plugged sewer at: 933 Valley Drive.
- June 4 - Replaced grinder pump at: 129 Rabbit Lake Road.
- June 5 - Dug and replaced Main Valve at: Tunnel Island Pumping Station
- June 6 - Replaced grinder pump at: MNR Base, Airport Road.
- June 7 - Dug and repaired broken forcemain at: North Hamilton Pumping Station
 - Rodded plugged sewer at: 617 Second Street South.
 - Rodded plugged sewer at: 621 Second Street South.
- June 8 - Televised sewer line at: 1338 Valley Drive.
- June 9 - Replaced grinder pump at: 12 Bayview Drive.
 - Replaced grinder pump at: 386 Rabbit Lake Road.
- June 11 - Flushed and cleaned plugged sewer at: 309 Fifth Street South.
- June 12 - Tapped new sewer service at: 1204 Pine Portage Road.
- June 13 - Rodded sewer for preventative maintenance at: 602 First Street South.
- June 14 - Rodded plugged sewer at: 625 First Street South.
- June 15 - Televised sewer at: 625 First Street South.

- Replaced grinder pump at: 8 Universal Drive.
- June 19 - Dug and repaired broken sewer service at: 625 First Street South.
 - Replaced grinder pump at: 320 Rabbit Lake Road.
 - Replaced grinder pump at: 1390 Airport Road.
- June 21 - Installed seal on Pump at Sultana Pumping Station.
- June 22 - Dug and repaired broken sewer main at: 619 First Street South.
- June 25 - Rodded plugged sewer at: 409 Veterans Drive.
- June 26 - Rodded plugged sewer at: 623 Sixth Avenue South.
- June 30 - Televised and rodded plugged sewer at: 307 Third Street North.

3.1.3. **Water Thaws:**

	June 2016	June 2017
City	0	0
Private	0	0

3.2 Training

- June 20 – Ryan Hanstead and Scott Cameron received their OIT Certifications.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2017

Date and Location:

- June 29th – Seven residents on Preston Street and one resident on Fourteenth Avenue North.

3.5 Other Information

- There is no other information for June.

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 June 21st, 2017 - Results: (also Sludge Cake Metal Analysis).

- a. Total BOD (biological oxygen demand) Raw Sewage: 114 [mg/L]

- b. Total BOD Final Effluent: 7.1 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 143 [mg/ L]
- d. Total Suspended Solids Final Effluent: 3.1 [mg/ L] - limit is 25 [mg/L]

- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on June 7, 14, 21, 28th, 2017 - Results: Organisms/100 ml
- a. Geometric Means from samples in June: 0 organisms/100mL.
 - b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million organisms/100 mL and leaves the plant with a geometric mean of 0 organisms/100 mL, which is well within the limit of 200 organisms/100 mL. Out of the four weekly Bacti Samples sent, the lab result for June 7th sample came with 0 bacti count making monthly geometric mean as 0 organisms/100 mL. Plant reduction of BOD is 93% and the Plant reduction of suspended solids is 98%.

Other Information

UV- bypass:

On June 30th, approximately at 16:20, the plant had a power outage due to a storm. There is a backup generator to automatically run the UV system in such power failure incidents. Unfortunately, with this particular incident the generator did not kick in and there was a bypass of flow (estimated about 0.50 m³) without UV disinfection after secondary clarifier, for about 20 minutes, to the receiving stream. The generator has been repaired and the MOECC has been notified of the event as well.

4.3 Maintenance

- 4.3.1. Sludge Press maintenance.
- 4.3.2. Ballast replacements in the #700, #400, and #100 buildings.
- 4.3.3. Replace U.V. bulbs not working.
- 4.3.4. Quarterly U.V. maintenance [grease and lime away].
- 4.3.5. #100 building maintenance.
- 4.3.6. Polymer maintenance.
- 4.3.7. D.A. Electric installed 2 LED lights in the #100 building.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.
- 4.4.2 Training for ballast replacement.
- 4.4.3 First Aid Training.

4.5 Other Information

May 7th, 2017 - Workplace Health & Safety inspection completed.

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2017**

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	205252	193432	199260	183423	188239	196243							1165849
Maximum Daily Influent Flow	m ³ /day	7382	8055	7160	7163	7281	7263							44304
Minimum Daily Influent Flow	m ³ /day	5892	5904	5414	5005	4968	5566							32749
Average Daily Influent Flow	m ³ /day	6621	6908	6428	6114	6072	6541							38684
Maximum Daily Instantaneous Influent Flow	m ³ /day	18803	18133	17996	17979	18506	18133							109550
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	189408	178185	182723	169724	174511	181759							1076310
Maximum Daily Effluent Flow	m ³ /day	6757	7575	6725	6659	6864	6699							41279
Minimum Daily Effluent Flow	m ³ /day	5494	5593	4888	4487	4491	5112							30065
Average Daily Effluent Flow	m ³ /day	6110	6364	5894	5657	5629	6059							35713
Plant Meter Reading	m ³ /month	4929	4212	4405	4319	4400	4394							
Compensated Total Effluent Flow	m ³ /month	184479	173973	178318	165405	170111	177365							1049651
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	4	5	4							26
Number of Treated Samples Taken		5	4	4	4	5	4							26
Number of Distribution Samples Taken		30	24	24	24	30	24							156
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		8	3	12	6	0	0							29
<u>WTP Callouts</u>														
		3	6	6	7	5	18							45
<u>Water Thaws</u>														
	City	1	1	0	0	0	0							2
	Private	2	0	0	0	0	0							2
	Total	3	1	0	0	0	0							4

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2016

		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Wastewater Plant Flows														
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	166,796	145,593	239,945	280,713	226,870	286,533	328,031	227,201	275,187	235,339	200,293	193,784	2,806,285
Maximum Daily Influent Flow	m ³ /day	5,929	5,737	15,435	21,452	10,379	18,398	16,858	9,680	15,160	9,192	8,413	8,120	144,753
Minimum Daily Influent Flow	m ³ /day	5,158	4,695	5,024	6,955	6,620	4,356	7,718	6,705	6,180	6,551	5,500	4,995	70,457
Average Daily Influent Flow	m ³ /day	5,380	5,020	7,740	9,357	7,318	9,551	10,582	7,329	9,173	7,592	6,676	6,251	91,969
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	172,152	153,306	243,436	277,099	214,676	259,909	306,709	214,133	261,648	224,345	193,944	194,368	2,715,725
Average Daily Flow	m ³ /day	5,553	5,286	7,852	9,236	6,925	8,664	9,894	6,905	8,721	7,237	6,465	6,270	89,008
<u>Samples</u>														
Weekly Bacteriological —ALS Labs		4	4	5	4	4	5	4	5	4	4	5	4	52
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		4	4	5	4	4	5	4	5	4	4	5	4	52
Geometric Means (Bacti Samples)		20.6	50.7	26.3	27.5	13.7	36.09	108.8	55.6	11.4	11.6	14.6	17.9	395
Sludge Hauled to Landfill	m ³ /mon	217	183	247	205	285	251	205	148.2	228	148	160	262	2,539
<u>Callouts</u>														
		1	0	2	1	1	2	1	0	0	1	2	2	13



August 18, 2017

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

Agenda Item Title:

StreetScan Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and StreetScan for the provision of pavement inspection and management services for the City of Kenora in the amount of \$48,108. The agreement is now ready for execution by bylaw.

The engagement of StreetScan is conditional on the City obtaining a FCM Asset Management program grant as per the August 8, 2017 Committee of the Whole report. This agreement will be executed, however, should the grant application not be successful, the work would not proceed.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and StreetScan for the provision of pavement inspection and management services for the City of Kenora; and further

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

Budget: As per the agreement, total pavement management costs are \$48,108 with the FCM grant application in the amount of \$38,486 with a total net cost to the municipality of \$9,622 which would be taken from the Roads department – paved roads, resurfacing, contracted services which has sufficient remaining dollars to cover the difference.

Risk Analysis:

There is a low level of risk executing this agreement as it is identified specifically in the agreement that the agreement/work will not proceed without the success of the grant application.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Heather Kasprick/Jeff Hawley

Bylaw Required: Yes



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

Prostate Cancer Awareness Month September 2017

Whereas prostate cancer is the most common cancer to affect Canadian men;
and

Whereas 1 in 7 Canadian men will be diagnosed with the disease in his
lifetime; and

Whereas an estimated 23,100 Canadian men will be diagnosed with prostate
cancer this year; and

Whereas the survival rate for prostate cancer can be over 90% when detected
early; and

Whereas those with a family history of the disease, or those of African or
Caribbean descent, are at a greater risk of developing prostate cancer; and

Whereas Prostate Cancer Canada recommends that men get a PSA test in their
40s to establish their baseline;

Now Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby
proclaim September 2017 as **Prostate Cancer Awareness Month** in and for
the City of Kenora.

Proclaimed at the City of Kenora this 22nd day of August, 2017

Mayor David S. Canfield