



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, December 12, 2017
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Wasacase

3. Public Information Notices

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

- Adopt a new Procedural By-Law
- Adopt a new Sale and Other Disposition of Land Policy which outlines the municipalities policies for disposing of municipal properties
- Amend the 2017 Operating budget to appropriate from the City's Contingency Reserve Fund the incremental wage and benefit costs for 2017 negotiated settlement with KPFFA Local 943

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 – November 21, 2017

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

- Volunteer Award Recognition Presentation

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Finance & Administration

- Write Offs
- Tax Appeal Under Section 357
- October 2017 Financial Statements
- Bill 68 – the Modernizing Ontario’s Municipal Legislation Act, 2017
- Statements of Protocol
- Kenora Professional Fire Fighters Memorandum Agreement
- 2018 Non Union Salary Grid

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- Traffic Amendment – Restricted Parking – Chipman Street

9.4 Community & Development Services

- Pathways to Employment in Kenora’s Services Sector Report/MOU
- Project Selection for Ontario Sport and Recreation Communities Fund
- Sale of Municipal Property to Owen Green
- Sale and Other Disposition of Land Policy
- Sports Hall of Fame Support

10. Housekeeping Resolutions

- NWBC 2017 Activity
- Kenora Recreation 3rd Quarter Report
- FCM Climate Asset Management Network Agreement Execution
- NCIR Investment Readiness Assessment Agreement Execution
- Various Committee Minutes
- Water Wastewater Systems Monthly Summary-October 2017

11. Tenders

- Conventional Transit Tender Agreement

12. By-laws

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

- Confirmatory
- Procedure bylaw
- Council CAO Covenant Policy
- Council Statement of Protocol
- Council-Staff Statement of Protocol
- Kenora Professional Fire Fighters Memorandum Agreement
- Traffic Amendment – Restricted Parking – Chipman Street
- Pathways to Employment in Kenora’s Services Sector Report/MOU
- Sale of Municipal Property to Owen Green
- Sale and Other Disposition of Land Policy

- FCM Climate Asset Management Network Agreement Execution
- NCIR Investment Readiness Assessment Agreement Execution
- Conventional Transit Tender Agreement

13. Notices of Motion

14. Proclamations

- Alzheimer Awareness Month

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**.

November 30, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Northwest Business Centre 2017 Summary

Background Information:

NWBC Activity Report: January – December 2017

Client Usage and Traffic:

NWBC Economic Impacts:	Kenora	Kenora and Rainy River Districts (combined)
Business started:	18	22
Jobs created:	61	79
Businesses expanded:	2	4
General inquiries:	NA	598
Business consultations:	75	132

Program Update:

- Starter Company Plus:
 - Launched June 26, 2017
 - 41 individuals have applied for the program
 - 10/22 engaged clients are located in Kenora
 - Two successful business owners have received the grant, Matt Kennedy, Upriver Media (Kenora) and Jennifer Horton, Curvy Chick (Fort Frances)
 - December 14 is the next Regional Grant Committee Review meeting
 - January 3, 2018 is the next intake deadline

- Summer Company:
 - Three youth accessed the program in 2017
 - Two students were from Sioux Lookout and one from Kenora
 - 2018 program will launch in late January

Event and Workshop Highlights:

- Small Business Week: Kenora
 - Partnered with the Business Development Bank of Canada (BDC), Northwest Business Centre, Kenora and District Chamber of Commerce, Lake of the Woods Business Incentive Corporation (LOWBIC) and Lake of the Woods Development Commission / City of Kenora. Eight events and workshops were delivered over the week.
- Etsy Essentials: Kenora
 - Workshop for artisans, crafters and small business owners. Workshop participants were able to set up their shops at the workshop and learned best practices.
- Developing Video Content workshop: Kenora, Dryden and Fort Frances

- In partnership with the Northwestern Ontario Innovation Centre, where clients learned how to develop promotional videos with smartphones.
- Doing Business with Government/Indigenous Procurement Forum: Kenora
 - Presentations from City of Kenora, Ontario Ministry of Government and Consumer Services, Public Services and Procurement Canada – Office of Small and Medium Enterprises, Ontario Ministry of Indigenous Relations and Reconciliation and Indigenous and Northern Affairs Canada
- Facebook Basics for Business: Dryden, Ignace, Fort Frances, Emo, Pickle Lake and Ear Falls
 - Business owners were walked through the basic steps of setting up a Facebook Business Page (how to manage it, advertise and best practices to follow).
- Small Business Service Providers Open Houses: Red Lake, Pickle Lake, Fort Frances, Sioux Narrows, Vermilion Bay and Kenora
 - Small business service providers were in one location and the public came to learn about funding programs and business services.
- Win this Space: Dryden
 - Planned and delivered the business training and development portion of the contest.

Budget: N/A

Risk Analysis: N/A

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

Strategic Plan or other Guiding Document:

Strengthen our Economy

1-2: The City will forge strong, dynamic working relationships with the Kenora business community;

1-3: The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs.

Resolution for Council:

That Council accepts the 2017 Summary Report for the Northwest Business Centre (NWBC).

Briefing By: Matt Boscariol, Manager of Community & Development Services, prepared by Allyson Pele, NWBC Manager

Bylaw Required: No



November 23, 2017

City Council Committee Report

TO: Mayor & Council

FR: Casey Pyykka, Community Program Liaison

RE: Recreation Services Department 2017 Q3 Report

Recommendation:

That Council accepts the 2017 Third Quarter Report for the Recreation Services Department.

Background:

The Recreation Services Staff will provide regular quarterly reports to Council incorporating program usage that identify trends and value to the taxpayer.

This report provides statistics developed and tracked for the facilities.

Strategic Plan or other Guiding Document:

1 – 2 The City will forge strong, dynamic working relationships with the Kenora business community.

1 – 9 The City will promote Kenora as a 365 – day lifestyle destination.

1 – 10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and strengthen community ties with our regional neighbours.

1 – 12 The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year – round destination.

2 – 9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.

2 -11 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city – owned facilities.

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.

3 – 10 The City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development.

3 – 12 The City will leverage the power of peer – to – peer knowledge transfer through mentoring to ensure the continuity of institutional skills and know – how.



KENORA
RECREATION
CENTRE
welcome to wellness

Recreation Services Department Quarterly Report

July - September 2017

Welcome to Wellness

CITY OF KENORA

Edge of the Woods

KENORA





KENORA RECREATION CENTRE

welcome to wellness

Recreation Services Department

Welcome to Wellness

This report has been generated based on the activities and data collected during the period of **July - September 2017**.

Participant Visits by Activity

ACTIVITY	July - September 2016	July - September 2017	YTD
Lane Swim	714	376	4491
Tot Swim	511	262	2315
WaterFit	469	344	2635
GentleFit	223	91	959
Schools	1115	1175	12,918
Public Swims	1674	770	13,413
Family Swims	151	98	1761
Rentals	166	192	1934
Swim Lessons	546	408	3210
Adult Lessons	0	18	51
Lifesaving Society Programs	64	4	415
Special Olympics	8	31	193
Kenora Swimming Sharks	302	364	2698
Other (Special Programming)	109	113	572
Hot Tub	1600	1031	11,350
Pool Totals	7,652	5,277	58,918
Walking Track	1768	1219	6395
Open Ice	15	136	1582
Fitness Centre	14,180	14,042	47,180
Group Fitness	940	1313	5460
Facility Total	24,555	21,987	119,535

*Please note the Aquatic Centre was closed for July – August 2016 & July – September 6, 2017

Facility Rental Hours

Facility Booking in Hours	July - September 2016	July - September 2017	YTD
Thistle Rink	49 hours	669.5 hours	2126.75 hours
Keewatin Memorial Arena	652.5 hours	964.5 hours	1969.25 hours
Recreation Facility Rooms	405.67 hours	892.17 hours	2331.92 hours
Dry Pad – KRC/KMA	452.5 hours	353.5 hours	1024 hours

Membership and Package Sales

Membership Type	July - September 2016	July - September 2017	YTD
Annual	33	44	122
Post-Secondary	44	34	179
90 Day	141	164	519
10 Visit Passes	110	141	433
25 Visit Passes	210	220	841
Instructional Program/Kids Fitness 10 and 25 Visit Passes	22	34	112
Personal Training	9	18	43

Parking Revenue

Parking Duration	July - September 2016	July - September 2017	YTD 2017
Seasonal (\$390)	0	0	9
Month (\$130)	3	2	3
Week (\$35)	158	160	207
Overnight (\$7)	946	965	1363

Ball Diamond Rentals

Ball Diamond Bookings in Hours	July - September 2016	July - September 2017	YTD 2017
Kenora Recreation Centre	555.5 hours	619.5 hours	982 hours
Millennium Park (A&W)	144.0 hours	129.5 hours	282 hours
Kenora Central Park	55.5 hours	149 hours	236 hours
Portage Bay (Keewatin)	237.0 hours	191 hours	324.5 hours
Co-Op Ball Diamonds (Jaffray Melick)	114.0 hours	44 hours	256.5 hours
Total	1106 hours	1133 hours	2081 hours

Special Events

Skate Park Competition	Mass Registration
CNIB Eye Van	Roller Derby Tournament – Unleash the Furies
Kenora Agricultural Society Annual Fair	Tennis Tournament
K-town Throw Down	Research Van
The Metis Nation of Ontario Annual General Assembly	Diamonds & Ice
Staff Fish Fry	Drowning Prevention Week

Partnered Events

Sears National Kids Cancer Ride	Cloverbelt Food Co-Op
47 th African Children's Choir	Nav Canada Golf Tournament – Triple P.L.A.Y
Sunset Country Family Health Team – incentive Package	Senior's Symposium
Annual Safety Night	

Programs / Activities

July Fitness Classes	16 group fitness classes
Awesome Adventures Day Camp	July 3 rd – 7 th : 17 participants July 10 th – 14 th : 13 participants July 17 th – 21 st : 20 participants July 24 th – 28 th : 15 participants July 31 st – August 4 th – 36 participants August 8 th – 11 th : 23 participants August 14 th – 18 th : 15 participants
Outdoor Swim Lessons – Keewatin Beach	July 10 – 21: 28 participants
Free Public Skate at Keewatin	July 12 th – Grand opening of Keewatin Memorial Arena
National Drowning Prevention Week July 16 th – 22 nd	Within Arm's Reach Boat Sober Choose It, Use It, Always wear a PFD Swim to Survive
Halley's Plaque Recognition	July 17 th – Keewatin Memorial Arena
Bronze Medallion & Emergency First Aid	July 24 th – 28 th : 4 enrolled 2 Completed
4 on 4 Hockey	Atom – 5 participants Bantam – 7 participants Novice – 8 participants PeeWee – 4 participants
Canada Summer Games	July 28 th – August 3 rd
August Fitness Classes	16 group Fitness classes
Bronze Cross & Standard First Aid	August 8 th – 11 th : 2 enrolled 2 Completed
Outdoor Swim Lessons – Garrow Beach	August 14 th – 25 th : 33 participants
Mass Registration	38 participants
September Fitness Classes	20 group fitness classes NEW: Hatha Yoga Classes
School Board Swimming Lessons – September – October	339 participants
Fall Swim Registration	Red Cross Swim Lessons: 56 participants Teen/Adult Swim Lessons: 6 participants Swim & Play (3 – 12 months): 5 participants
BOGA FitMat Classes	High Intensity Interval Training: 5 participants Tabata: 4 participants Yoga: 8 participants
PD Day – September 29 th	\$3 Public Skate \$3 Family Swim \$3 Public Swim
PD Day Awesome Adventures Day Camp – September 29 th	4 participants

Staff Training

August 16 th – High FIVE Quest 1 & Children’s Mental Health	Completed: Crystal Stokes & Casey Pyykka
August 22 nd – Physical Literacy for Women 55 – 70 Workshop	Attended: Crystal Stokes
Standard First Aid Recert	Instructor: Darby Spicer Attended: Jenn Spencer, Meg Eisler, Meghan O’Hara, Cam Chambers, Tyler Wilwand
High FIVE Children’s Mental Health Training	Completed: Jenn Spencer, Darby Spicer, Meghan O’Hara, Meg Eisler
July 10 th – Student Desk Training	Elora Cavner
July – Engo Training	All maintenance staff
August – New Staff Maintenance Training	Jeff Peplinskie
September – New Staff Maintenance Training	Olivia Boucha
September 1 st – Student Desk Training	Jessica Doner
September 17 th - Employee Self Service Training – InforHR	Attended: Casey Pyykka, Aaron Eisler, Crystal Stokes, Matthew Norburn
September 17 th – Webinar: MYRC Resources (Red Cross	Attended: Casey Pyykka
September 21 st – 22 nd : Cultural Sensitivity Training	Attended: Taylor Stagg, Jeff Peplinskie, Brent Lemay, Kevin Mitchell, Mark Daignault, David Friesen, Matthew Norburn, Ricky Neufeld, Curtis Leroux, Al Wilcox
September 28 th – Employee Self Service Training – infoHR	Attended: Ashley McDonald, Taylor Stagg, Val Mongrain, Shalene Haney, Jenn Spencer, Darby Spicer, Meghan O’hara, Meg Eisler, Ricky Neufeld, Janelle, Devlin, Heidi Smith, Al Wilcox, Jeff Peplinksie, Cam Chambers, Tyler Wilwand, Emily Moncrief, Kevin Mitchell, Troy Garrow, Mark Daignault

Aquatic Centre

The Aquatic Centre was closed for projects to the pool surface, lights, surge tank and maintenance repairs for the months of June 30th – September 5th. The full – time staff and majority of students were temporarily laid off. Three part time staff remained to help implement the summer programs.

Throughout the summer outdoor swim programs were offered. July 16th – 22nd was proclaimed National Drowning Prevention Week. Staff ran the Lifesaving Society WaterSmart Campaign all week at the local beaches. Each day was promoted a variety of water safe messages such as, Within Arm's Reach, Boat Sober, Choose it, Use it, and always wear a PFD and Swim to Survive.

Fitness Centre

During the summer the Fitness Centre stayed consistent with clients and members using the facility. The Kenora Recreation Centre promoted our summer post-secondary student rate to help with cost to returning students.

The Fitness Centre welcomed a new enthusiastic instructor to the team that helped launch a new Kids Fitness program with competitive prices and advertising. Cam Chambers also promoted youth conditioning with the Day Camp program throughout the summer and it was well received by the participants.

Strategic Plan

The Kenora Recreation Centre still strives in reaching goals towards the City of Kenora Strategic Plan. Below highlights our success at the strategic plans goals for this quarter:

1 – 2 The City will forge strong, dynamic working relationships with the Kenora business community.

1 – 9 The City will promote Kenora as a 365 – day lifestyle destination.

1 – 10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and strengthen community ties with our regional neighbours.

1 – 12 The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year – round destination.

The Kenora Recreation Centre has also sponsored events by donating prizes in our community. The Recreation Centre donated space for the Cloverbelt local food Co-op, Sears National Kids Cancer Riders and the African Children's Choir.

The Aquatic staff worked with the OPP and offered Lifesaving Society Swim to Survive and Safe Guard Program in Pikangikum. This is the second year a staff member has gone to Pikangikum to help with water safety and training residences.

The Kenora Recreation Centre was awarded the grant for the purchasing of 12 BOGA mats to offer new innovative water fitness classes to our residence.

The City of Kenora hosted the Metis Nation of Ontario Annual General Meeting which brought in over 400 members to Kenora and our facility. The event took place August 16th – 22nd and was well received by the group.

2 – 9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.

2 -11 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city – owned facilities.

During this quarter the maintenance team kept our facility in good condition and completed repairs such as:

- Started ice plant at Keewatin Memorial Arena and prepared the arena for summer ice
- Repaired boiler at the Kenora Recreation Centre
- Installed new flooring to West Dressing Room at the Kenora Arena
- Pool Tender projects began:
 - Painting basin of lane pool
 - Pool deck flooring
 - LED lighting installed
 - Surge tank repairs
- Kenora arena had a substantial brine leak to the refrigeration system. Repaired brine leak with rink seal pro
- Updated air handling control unit system at the Kenora Recreation Centre
- Installed Zamboni door at the Kenora Recreation Centre
- Reopened pool
- Started ice plant at the Kenora Arena
- Help create curling ice in Keewatin at the Curling Club

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.

3 – 10 The City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development.

3 – 12 The City will leverage the power of peer – to – peer knowledge transfer through mentoring to ensure the continuity of institutional skills and know – how.

The Kenora Recreation Centre performed an online survey for online registrations. Customers were asked if they would prefer online registration for swim registration, memberships, requesting rental space and fitness programs. The survey received 46 responses with a 95.7% to wanting online registration for the facility. The Kenora Recreation Team reviewed new systems to provide this service to our customers.

Crystal Stokes and Casey Pyykka have taken necessary steps to complete their High FIVE trainer process by completing the online portions. By next quarter they will have their trainer's certificate and can offer High FIVE courses to all pool staff and to other groups working with children in the community.



December 4, 2017

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

Agenda Item Title:

FCM Climate Asset Management Network Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Federation of Canadian Municipalities (FCM) to integrate climate risks as part of the City's Asset Management Plan in the amount of \$100,700. 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 FCM to proceed with the Framework for Managing Climate Risks in Municipal Infrastructure project; and further

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

Budget: As per the agreement, total project costs are \$100,700. The FCM grant application is in the amount of \$80,500 with a total net cost to the municipality of \$20,200.

Risk Analysis:

There is a low level of financial risk given the contribution required by the municipality and that it can be funded through contingency reserve.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Heather Kasprick/Adam Smith

Bylaw Required: Yes



December 7, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Northern Communities Investment Readiness (NCIR) Funding Agreement Date Amendment – Investment Readiness Assessment

Background Information:

Council authorized the execution of the NCIR contribution agreement for the investment readiness assessment project on October 17, 2017. The City of Kenora has made a request to the Province of Ontario for an amendment to the end date as a result of required rescheduling of the consultant visit due to inclement weather. All other provisions of the agreement remain in effect without amendment.

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

Resolution for Council:

That Council authorizes the CAO to amend the NCIR funding agreement with the Province of Ontario to reflect a project end date revision from December 31, 2017 to February 28, 2018; and further

That the appropriate bylaw be passed for this purpose.

Budget: N/A

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

Strategic Plan or Other Guiding Document: Housekeeping only

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



December 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:

- October 25 – Kenora Public Library Board
- November 2 – Environmental Advisory Committee; and

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

- September 12 – Kenora District Services Board
- September 28 – Northwestern Health Unit Board of Health
- October 17 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



November 24, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

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 October.

Resolution for Council:

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

Budget: N/A

Risk Analysis:

The risk level is low to moderate. The monthly reporting is just standard practice for transparency purposes, and an opportunity to further Council's understanding of the Division's monthly budgeting. No mitigating strategies are required.

Communication Plan /Notice By-law Requirements:

Resolution required. Jeff Hawley, Biman Paudel, WTP, WWTP

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

2-2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.

2-3 The City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

October 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 October 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:

- Oct 2nd
- Oct 10th
- Oct 16th
- Oct 23rd
- Oct 30th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Drained and cleaned east clarifier.
- Repaired baffle boards in east clarifier.
- Replaced failed float switch in highlift sump.
- Cleaned caustic soda day tank.
- Installed preventative maintenance kit on chlorine vacuum regulator.

2.4 Training

One operator attended the Northwestern Ontario Water and Wastewater Conference in Thunder Bay, which provides CEU training credits.

2.5 Water Quality Complaints

There was one water quality complaint in October. Resident complained of swampy smelling water. Chlorine residual was checked and was adequate. Explained geosmin related taste and odor issues to resident, and included the house in our weekly routine bacteriological sampling the following week.

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

- October 4 - Dug and repaired service: 505 First Street South.
- October 13 - Dug and repaired curb box at: 625 Sixth Avenue South.
- October 17 - Dug and repaired service line at: 34 Mellick Avenue.
- October 18 - Continued service repairs at: 121 Seventh Street South.
- October 19 - Repaired curb box at: 629 Sixth Avenue South.
 - Repaired curb box at: 117 Seventh Street South.

3.1.2. Wastewater Collection

- October 3 - Rodded plugged sewer at: 9 Mary Lou Street.
- October 4 - Replaced grinder pump at: 14 Universal Drive.
- October 5 - Replaced grinder pump at: 1133 Hillside Crescent.
- October 9 - Repaired grinder pump at: 16 Bay Road.
- October 10 - Rodded plugged sewer at: 208 Second Street South.
- October 11 - Rodded plugged sewer at: 617 Second Street South.
 - Rodded plugged sewer (with camera inspection) at: 401 Seventh Avenue South.
- October 17 - Rodded plugged sewer at: 11 Main Street Rideout.
- October 18 - Dug and repaired sewer service at: 625 Seventh Avenue South.
- October 21 - Rodded plugged sewer at: 34 Mellick Avenue.

- October 27 - Rodded plugged sewer at: 503 First Street South.
 - Rodded plugged sewer at: 208 Bay Street.
 - Rodded plugged sewer at: 414 Matheson Street North.
- October 30 - Rodded plugged sewer at: 1319 Ninth Street North.
 - Rodded plugged sewer (with camera inspection) at: 503 First Street South.
- October 31 - Rodded plugged sewer at: 115 Eighth Avenue South.

3.1.3. Water Thaws:

	October 2016	October 2017
City	0	0
Private	0	0

3.2 Training

- There was no training in October.

3.3 Water Quality Complaints

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

- The complaint was related to odour. See Item 2.5 for more detail.

3.4 Boil Water Advisory(s) - 2017

Date and Location:

- October 13th – Twelve residents on Sixth Avenue South, Seven residents on Seventh Avenue South, and Three residents on Eighth Street South.

3.5 Other Information

- SAI GLOBAL completed its off-site audit on City of Kenora’s Drinking Water Quality Management System (DWQMS) with conformance on all 21 items.
- Biman Paudel received his Class 3 Certifications on water distribution, wastewater collection, water treatment and wastewater treatment.

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 October 25th, 2017 - Results:
- Total BOD (biological oxygen demand) Raw Sewage: 103 [mg/L]
 - Total BOD Final Effluent: 13.3 [mg/L] - limit is 25 [mg/L].
 - Total Suspended Solids Raw Sewage: 126 [mg/ L]
 - Total Suspended Solids Final Effluent: 7.9 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on October 4, 11, 18, 25, 2017 - Results: Organisms/100 ml
- Geometric Means from samples in October: 10 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 effluent leaves the plant with a geometric mean of 10 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant reduction of BOD is 87% and the Plant reduction of suspended solids is 94%.

4.3 Maintenance

- Sludge Press maintenance [clean and grease].
- Changed belt on organic return.
- Electrician changed LED on organic return switch, 100 Building.
- Cummins load tested and service 200 Building generator
- 100 Building - maintenance.
- U.V. maintenance.
- Changed timer for outside lights.
- Cummins load tested and service UV generator.
- Pump out - utility manhole.

4.4 Training

- Health and Safety Policy reviewed with staff.
- Darryl Wilson attended the Water and Wastewater Conference in Thunder Bay.

4.5 Other Information

October 4th, 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	205621	213710	187026	181658			1953864
Maximum Daily Influent Flow	m ³ /day	7382	8055	7160	7163	7281	7263	7920	8198	7373	7019			74814
Minimum Daily Influent Flow	m ³ /day	5892	5904	5414	5005	4968	5566	5141	5192	5412	4630			53124
Average Daily Influent Flow	m ³ /day	6621	6908	6428	6114	6072	6541	6633	6894	6234	5860			64305
Maximum Daily Instantaneous Influent Flow	m ³ /day	18803	18133	17996	17979	18506	18133	18333	18255	18214	23537			187889
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	189408	178185	182723	169724	174511	181759	189567	196303	171995	164550			1798725
Maximum Daily Effluent Flow	m ³ /day	6757	7575	6725	6659	6864	6699	7096	7439	6750	6177			68741
Minimum Daily Effluent Flow	m ³ /day	5494	5593	4888	4487	4491	5112	4895	4751	4878	4204			48793
Average Daily Effluent Flow	m ³ /day	6110	6364	5894	5657	5629	6059	6115	6332	5733	5308			59201
Plant Meter Reading	m ³ /month	4929	4212	4405	4319	4400	4394	3411	3095	2903	2794			
Compensated Total Effluent Flow	m ³ /month	184479	173973	178318	165405	170111	177365	186156	193208	169092	161756			1759863
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	4	5	4	5	4	4	5			44
Number of Treated Samples Taken		5	4	4	4	5	4	5	4	4	5			44
Number of Distribution Samples Taken		30	24	24	24	30	24	30	24	24	30			264
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		8	3	12	6	0	0	4	4	4	14			55
WTP Callouts		3	6	6	7	5	18	10	5	14	6			80
<u>Water Thaws</u>														
City		1	1	0	0	0	0	0	0	0	0			2
Private		2	0	0	0	0	0	0	0	0	0			2
Total		3	1	0	0	0	0	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



PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

January 2018

As “National Alzheimer Awareness Month”
in and for the City of Kenora and request its observance
as such by our citizens.

Proclaimed at the City of Kenora

this 12th day of December, 2017

David Canfield

His Worship Mayor David S. Canfield

