



# **AGENDA**

## **Regular Meeting of Council of the City of Kenora**

**Tuesday, February 21, 2017  
12:00 p.m.  
City Hall Council Chambers**

**\*NOTE:** A Special Committee of the Whole meeting will be held at 8:30 a.m. to review the 2017 Capital Budget

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**1. Call to Order**

**2. Blessing –** Councillor Wasacase

**3. Public Information Notices**

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

- Council will adopt new cemetery rates and fees for Lake of the Woods Cemetery
- Council will approve an appropriation from the Tax Write off Reserve in the amount of \$203,657.89, to offset the cumulative reduction in municipal tax revenues as a result of these minutes of settlement, with any potential shortfall to be taken from the City's contingency reserve

**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 – January 17, 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**

- Corporate Communications
- By-Law Enforcement Summer Student
- 2016 December Financial Statements
- Harbour Advisory Committee Completion
- Kenora Baseball League Tax Receipt Request
- Minutes of Settlement – Canadian Tire
- 2016 Receivables Write offs
- All Nations Health Care Service Delivery Ceremonial Signing Costs

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

- No Reports

### **9.3 Operations & Infrastructure**

- Leonard Kropioski Memorial
- James Road Rate of Speed Traffic Amendment

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

- State of Housing Report
- Application for a variance to the sign license bylaw
- Cemetery Rates and Fees
- Community Club Grants
- Museum Annex Project
- Push for Change Event Support
- Coney Island Music Festival Grant Application Support
- Zoning Bylaw Amendment – D14-17-01 – 7044 Coker Road
- KACL Partnership Request – Edible Forest Garden

## **10. Housekeeping Resolutions**

- Enabling Accessibility Grant Agreement Execution
- Kenora Professional Firefighters Association Collective Agreement Execution
- Various Committee Minutes
- Water Wastewater Systems Monthly Summary December 2016

## **11. Tenders**

- Keewatin Memorial Arena Ceiling and Tender Award

## **12. By-laws**

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

- Confirmatory
- Communications Policy #LS-10-1
- Social Media Policy #LS-10-2
- Repeal Harbour Safety Committee Terms of Reference Bylaw #157-2014
- 2016 Budget Amendment – Canadian Tire Minutes of Settlement
- Traffic Amendment – James Road Rate of Speed

- Schedule of Rates and Fees for Lake of the Woods Cemetery
- Zoning Bylaw Amendment – D14-17-01 – 7044 Coker Road

### **13. Notices of Motion**

### **14. Proclamations**

- None

### **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) **Personal Matter about an Identifiable Individual (2 matters)**
- ii) **Labour Relations (1 matter)**
- iii) **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**.



January 25, 2017

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

### Agenda Item Title:

Employment and Social Development Canada Enabling Accessibility Fund – Project #1429355

### Background Information:

On August 23rd, 2016, Council Resolution Number 17, Council authorized a funding application to Employment and Social Development Canada, Enabling Accessibility Fund for the creation of an accessible path through Garrow Beach and an Accessible platform which leads directly to the water.

An agreement was reached between the Corporation of the City of Kenora and Employment & Social Development of Canada, the provision of this agreement will create an accessible link between the existing Rabbit Lake Rotary Way Trail and Birchwood Crescent. In addition to this connector piece of trail, an accessible decking pathway that will connect the paved trail to the water, making Garrow Beach fully accessible. The project completion date is March 31, 2018, in the amount of Fifty Thousand Dollars (\$50,000 CDN). The agreement is now ready for execution by bylaw.

### Resolution for Council:

That Council gives three readings to a bylaw to execute an agreement between the Corporation of the City of Kenora and Employment and Social Development Canada for the provision of creating an accessible link between the existing Rabbit Lake Rotary Way Trail and Birchwood Crescent; and further

That in addition to this connector piece of trail, an accessible decking pathway will connect the paved trail to the water, making Garrow Beach fully accessible; and further

That the CAO be authorized to execute this agreement.

**Budget:** The request made in this grant application was \$50,000. Matching funds for this project have already been committed in the 2016 paving tender (Birchwood Crescent) and along with the redevelopment of the Kenora Rowing club. There is no expected additional impact to the 2016 or 2017 budget.

**Risk Analysis:** *Identify any perceived risk(s) to the recommendation and describe how the City will treat the risk (avoid, mitigate, transfer, accept)*

There is low financial risk. The City of Kenora's contribution has already been committed through the paving contract. This project will have a positive impact on the community by creating a fully accessible beach at Garrow park.

**Communication Plan/Notice By-law Requirements:** Kenora Urban Trails Committee, Community Development Services, Corporate Services, Operations, Filing

**Strategic Plan or Other Guiding Document:**

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 to strengthen community ties with our regional neighbors.

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

2-10 The City will continue to explore opportunities to develop and improve our beaches, parks and trails.

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**Briefing By:** Melissa Shaw, Planning Assistant

**Bylaw Required:** Yes



January 25, 2017

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** KPFFA Collective Agreement

**Background Information:**

Council approved amendments to the 2016 operating budget to fund the incremental wage and benefit costs for 2014 through 2016 related to the Interest Arbitration Award with the Kenora Professional Fire Fighters Association October 18, 2016.

The new Collective Agreement is attached to the report between The Corporation of the City of Kenora and the Kenora Professional Fire Fighters Association I.A.F.F., Local 943, term of agreement January 1, 2014 to December 31, 2016.

**Resolution for Council:**

That Council of the City of Kenora give three readings to a by-law, authorizing an agreement between the Corporation of the City of Kenora and the Kenora Professional Firefighters Association Local 943 for the term January 1, 2014 to December 31, 2016.

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

**Budget/Financial Impact**

Council gave three readings to a by-law to amend the 2016 budget to address the increased as a result of the Interest Arbitration Award with the Kenora Professional Fire Fighters Association on October 18, 2016.

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

Circulate signed Collective Agreement to CAO, Manager of Fire and Emergency Services and KPFFA.

**Strategic Plan or other Guiding Document:**

Core value of Fiscal Responsibility

**ERA Assessment:**

Not applicable – housekeeping item.

**Briefing By:** Sharen McDowall, Human Resources Strategist

**Bylaw Required:** Yes



February 7, 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:

- November 23 – Kenora Public Library Board
- January 5 – Environmental Advisory Committee
- January 26 – Lake of the Woods Museum Board; and

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

- November 2 – Kenora Police Services Board
- November 23 – Northwestern Health Unit Board of Health
- November 29 – District of Kenora Home for the Aged Board of Management
- December 8 – Kenora District Services Board; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No



January 24, 2017

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

**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 December.

**Resolution for Council:**

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

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

**Bylaw Required:** No



**CITY OF KENORA**

**Monthly Summary Report  
Water & Wastewater Systems**

**December 2016**

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

## **1.0 Introduction**

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

- Dec 5<sup>th</sup>
- Dec 12<sup>th</sup>
- Dec 19<sup>th</sup>
- Dec 28<sup>th</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Assisted troubleshooting on vacuum blower overloads.
- Changed bulbs on filter effluent turbidimeters.
- Worked on lobby ceiling project.
- Replaced burned out lighting throughout plant.
- Troubleshooting #2 filter effluent valve.

### **2.4 Training**

There was no training in the month of December.

### **2.5 Water Quality Complaints**

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

## 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

- December 2 - Repaired watermain valve top at: the intersection of Fourth Street South and River Drive.
- December 5 - Dug and repaired service line at: 422-424 Second Street South.
- December 8 - Installed hydrant at: Southwest Corner of Kenora Recreation Centre.
- December 13 - Dug and repaired watermain leak at: Sewage Treatment Plant.
- December 15 - Dug and repaired watermain at: 131 Rabbit Lake Road.
- December 19-22 - Dug and repaired water service leak at: 962 Coney Island.
- December 28-29 - Dug and repaired water service at: 426 Eighth Street Keewatin.

#### 3.1.2. Wastewater Collection

- December 2 - Rodded plugged sewer at: 1122 Minto Avenue.
  - Replaced grinder pump at: 4 Universal Drive.
- December 3- Replaced Grinder Pump at: 8 Birchwood Place.
- December 8 - Replaced Grinder Pump at: 1701 Highway 17 E.
  - Rodded plugged sewer at: 21 Main Street South.
- December 12 - Rodded plugged sewer at: 625 First Street South.
- December 15 - Rodded plugged sewer at: 601 Seventh Avenue South, and flushed sewer main at Seventh Avenue South to Sixth Avenue South for sewer back up at: 708 Sixth Street South.
- December 17 - Rodded plugged sewers at: 539 Second Street South.
- December 19 - Rodded plugged sewer at: 1136 Hillside Crescent.
- December 28 - Rodded plugged sewer at: 106 Mascot Avenue.
- December 30 - Rodded plugged sewer at: 352 Seventh Avenue South.
- December 31- Rodded plugged sewer at: 7 Amethyst Street.

**3.1.3. Water Thaws:**

	December 2015	December 2016
City	0	0
Private	1	1

**3.2 Training**

- December 12 – Ray Lindquist and Biman Paudel attended HR Training for non-union (Supervisory) Division Leads / Team Leaders.

**3.3 Water Quality Complaints**

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

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

Date and Location:

- December 13<sup>th</sup> - Sewage Treatment Plant.
- December 15<sup>th</sup> - Six residents at Rabbit Lake Road, seventeen residents at Universal Drive.
- December 20<sup>th</sup> - Seven residents on Coney Island.

**3.5 Other Information**

- There is no other information for this month.

**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 December 21<sup>st</sup>, 2016 - Results: (also Sludge Cake Metal Analysis).

- a. Total BOD (biological oxygen demand) Raw Sewage: 134 [mg/L]
- b. Total BOD Final Effluent: 5 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 170 [mg/ L]
- d. Total Suspended Solids Final Effluent: 8.2 [mg/ L] - limit is 25 [mg/L]

- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on December 7, 14, 21, 28, 2016 - Results: Organisms/100 ml
- a. Geometric Means from samples in November: 17.9 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 17.9 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 96% and the Plant reduction of suspended solids is 95%.

#### **4.3 Maintenance**

- 4.3.1 Sludge Press maintenance.
- 4.3.2 Timer for outside yard lights replaced.
- 4.3.3 Backflow preventer and water meter installed.
- 4.3.4 Fire extinguishers inspected.
- 4.3.5 100 Building maintenance.
- 4.3.6 Floats replaced on bar screen [100 building].
- 4.3.7 Broken water line in yard repaired.
- 4.3.8 700 building maintenance.
- 4.3.9 U.V. Maintenance.

#### **4.4 Training**

- 4.4.1. Health and Safety Policy reviewed with staff.

#### **4.5 Other Information**

December 7<sup>th</sup>, 2016 - Workplace Health & Safety inspection completed. Jeff Hawley and Biman Paudel attended.





## Schedule "B"

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

		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.	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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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



