



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, June 20, 2017
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Roussin

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:

- Amend its 2017 Capital Budget in the amount of \$21,650 + taxes for an emergency repair to the Whitecap Tent to be funded through the whitecap and Tourist Centre reserves for repairs to the vent caps
- Approve an increased allocation of \$45,000.00, funded through the Accessibility Reserve, for the Garrow Beach Play Structure project, resulting in a revised project cost of \$95,000.00 to provide an accessible play structure
- Amend the Tariff of Fees and Charges Bylaw to include new rates and charges for Schedule D- Operations for a new sidewalk snow and ice removal bylaw
- Approve and additional allocation of \$11,000 to be funded through the reallocation of funds from the GIS reserve fund for the purchase of GPS survey equipment in 2017
 - Amend the Tariff of Fees and Charges Bylaw to include an interest rate for the Water and Wastewater department outstanding accounts

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 – May 16, 2017
- Special Council – June 6, 2017

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- Hydro Board Appointments

9. Reports from Committee of the Whole

9.1 Corporate Services & Strategic Initiatives

- Sidewalk Snow and Ice Removal Bylaw
- 2017 Q1 Investments
- January-April 2017 Financial Statements
- Municipal Insurance Renewal
- Sponsorship of Central Community Club
- Property Standards Bylaw

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- Water & Sewage Bylaw
- Tariff of Fees and Charges – Schedule D – Water & Wastewater Fees
- Traffic Amendment – Stop Sign – Sixth Street South
- Traffic Amendment – Wharf Street Revision
- Budget Amendment – GPS Survey Equipment

9.4 Community & Development Services

- Budget Amendment – Whitecap Tent Repairs
- Budget Amendment – Garrow Park Play Structure
- NCIR Investment Readiness Project
- Request for Letter of Concurrence – Tbay Tel
- D14-17-03 Application for Temporary Use – 105 Barkman Close

10. Housekeeping Resolutions

- Lease Agreement Transfer to River Air
- NOHFC Community Capacity Building Program Raise the Stage Agreement
- Public Transit Funding Agreement
- Snow and Ice Set Fines
- Appointment of Summer Student Bylaw Enforcement Officer
- Various Committee Minutes
- Water & Wastewater Monthly Summary

11. Tenders

12. By-laws

Three readings to the following by-laws will be present before Council: -

- Sidewalk Snow and Ice Removal Bylaw
- Property Standards Bylaw

- Water & Sewage Bylaw
- Tariff of Fees and Charges – Schedule D – Water & Wastewater Fees
- Traffic Amendment – Stop Sign – Sixth Street South
- Traffic Amendment – Wharf Street Revision
- Budget Amendment – GPS Survey Equipment
- Budget Amendment – Whitecap Tent Repairs
- Budget Amendment – Garrow Park Play Structure
- D14-17-03 Application for Temporary Use – 105 Barkman Close
- Lease Agreement Transfer to River Air
- NOHFC Community Capacity Building Program Raise the Stage Agreement
- Public Transit Funding Agreement
- Snow and Ice Set Fines
- Appointment of Summer Student Bylaw Enforcement Officer

13. Notices of Motion

14. Proclamations

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



June 4, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Transfer of Lease Agreements from Kenora Air Service to River Air Service

Background Information:

In April of 2014 the City of Kenora entered into a 10 year lease agreement with Kenora Air Services LTD. Within these lease agreements is the right for the tenant to assign or sublet the whole or any part of the premises with consent of the Landlord (City of Kenora).

These agreements were reached between the Corporation of the City of Kenora and River Air Service Limited for the provision of four leases for certain premises consisting of a wharf shed storage space and office space together with gas pumps and lines and gas storage tanks on the Second Street Wharf in the City of Kenora. These leases were between the Corporation of the City of Kenora and Kenora Air Service all dated the 1st day of May, 2014 for a term of 10 years. As River Air has now purchased Kenora Air Service which includes the spaces it occupies, it is necessary to transfer these leases once executed by bylaws from Kenora Air Service to River Air Service. All terms and conditions of the former leases remain in place.

Kenora Air Services LTD has requested consent to transfer (Assign) all leases with the City of Kenora to River Air Limited affective May 10, 2017. The City Solicitor has completed an Agreement as such.

CAO Karen Brown has executed the agreement on behalf of the municipality which now requires Council resolution and bylaw for final execution.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and River Air Limited for the provision of a transfer of four lease agreements for certain premises consisting of a Wharf shed storage space and office space together with gas pumps and lines and gas storage tanks on the Second Street Wharf in the City of Kenora which would transfer these leases all dated the 1st day of May, 2014 from Kenora Air Services Ltd to River Air Limited ; and further

That the CAO be authorized to execute this agreement.

Budget: There is no financial impact to the municipality with this change. All

Risk Analysis: There is no risk associated with this lease agreement transfer.

Communication Plan/Notice By-law Requirements: none

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



June 5, 2017

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

Agenda Item Title:

Northern Ontario Heritage Fund Corporation (NOHFC) Agreement for the Community Capacity Building Program – Anicinabe Stage.

Background Information:

On September 13, 2016, Council Resolution Number 6, Council authorized a funding application to NOHFC for the Anicinabe stage.

An agreement was reached between the Corporation of the City of Kenora and NOHFC, the provision of this agreement will develop an outdoor community performance venue (stage) at Anicinabe park. The project completion date is July 31, 2017, in the amount of Twenty One Thousand and Three Hundred Dollars (\$21,300 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 the Northern Ontario Heritage Fund Corporation (NOHFC) for the provision of developing an outdoor community performance venue (stage) at Anicinabe park; and further

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

Budget: Matching dollars will be obtained through the stage fundraising initiatives and previous Council commitments to this project. The previous Council commitment is outlined in the MOU signed between Council and Scott Green on October 20, 2015 (clause 3.1c). The City of Kenora agrees to provide a maximum of fifteen thousand dollars (\$15,000) to be allocated to the construction of the foundation of the stage and to in-house electrician/materials and supplies to electrify the stage.

Communication Plan/Notice By-law Requirements: Anicinabe Park Operator (Scott Green), 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 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 new events(s) which celebrates Kenora as a thriving year round destination.

2-4 The City will act as the catalyst for continuous improvements to the public realm.

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

Briefing By: Melissa Shaw, Planning Assistant

Bylaw Required: Yes



June 6, 2017

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

RE: Public Transit Infrastructure Fund

Recommendation:

That Council gives three readings to a by-law to authorize the execution of a Transfer Payment Agreement between the Corporation of the City of Kenora and the Ministry of Transportation with respect to the Public Transit Infrastructure Fund (PTIF) Phase One; and further

That the Mayor and Clerk be authorized to enter into the agreement.

Background:

The funding arrangement is 50% from the federal level of government but to be administered by the provincial government. The City is required to contribute the balance of the 50% towards eligible projects. The City's project under this program is the replacement and construction of bus shelters. Total project costs are estimated to be \$305,000.

Budget/Finance Implications:

Funding: PTIF - 50% Federal; 50% has been approved in the 2017 Capital Budget.

Communication Plan/Notice By-law Requirements:

Required by-law

Strategic Plan or other Guiding Document:

Administrative



June 6, 2017

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

Agenda Item Title: Movement of Snow and Ice Bylaw Set Fines

Background Information:

On December 17, 2013, Council adopted Bylaw number 137-2013 that regulates the depositing of snow and ice from privately owned property onto City owned or City maintained sidewalks and road allowances.

Currently, section 3 of the bylaw establishes the following:

- 3.1 No person shall move, or cause to be moved, any snow or ice from privately-owned lands onto municipally owned lands; a boulevard, sidewalk or roadway.
- 3.2 No person shall remove, or cause to be removed, any snow or ice in a manner that would damage a sidewalk, curb or highway.
- 3.3 No person shall pile, redistribute or otherwise cause the accumulation of any snow or ice to obstruct traffic, the view of traffic, or obstruct in any way the movement of snow clearing equipment under the jurisdiction of the Operations & Infrastructure Department.

Currently, when our bylaw officers receive a call or internal report regarding snow removal in contravention of the bylaw, they will attend the location and request voluntary compliance if it can be determined who the offender is. If the offender does not comply and is given an order to do so and still refuses to comply, the City can then proceed with the removal of the snow and recover the cost by applying to the offenders tax bill.

Council has the authority under the Municipal Act to set minimum fines for certain offences and it may be that given how difficult it is to catch people illegally depositing snow, that they be subjected to a minimum penalty if they are caught and successfully convicted. It is now recommended that we add set fines to the bylaw to provide more enforcement tools for the bylaw officers when dealing with these matters.

The attached draft set fine schedule is to add set fines to assist with snow removal issues specifically on City property under Part I of the Provincial Offences Act.

Further, under bylaw #137-2013, a penalty provision will be added as section 5.6:

- 5.6 Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine or other penalty as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33 as amended.

Resolution for Council:

That an application be made to the Regional Senior Justice, Ontario Court of Justice, Northwest Region, for an Order approving the set fines for the offences under By-law 137-2013, as amended, which is attached as Schedule "A" to this Resolution; and further

That the City Clerk is authorized to make any changes that may be required by the Ministry of the Attorney General or the Regional Senior Justice to obtain such set fine order; and further

That an amendment will be added to bylaw number 137-2013 to include a penalty provision.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: Yes

THE CORPORATION OF THE CITY OF KENORA

BY-LAW NO. 137-2013

A by-law regulating the movement of snow and ice.

PART I SET FINE SCHEDULE

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Move snow or ice onto City land [boulevard] [sidewalk] [roadway]	Section 3.1	200.00
2	Cause damage to sidewalk [curb] [highway] by snow or ice removal	Section 3.2	300.00
3	Obstruct traffic [view of traffic] [movement of City snow clearing equipment] by piling, redistributing or causing the accumulation of snow or ice	Section 3.3	300.00

Note: The penalty provision for the offences indicated above is Section 5.6 of By-law No. 137-2013, a certified copy of which has been filed, and section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.



June 4, 2017

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

Agenda Item Title: Appointment of Bylaw Enforcement Officer

Background Information:

An additional summer student will work as a bylaw enforcement officer enforcing our new docks bylaw for July and August.

Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw. This report is to appoint the new summer student, Taylor Sundin for the duration of July 1, 2017 to September 1, 2017.

Resolution for Council:

That Council hereby appoints Taylor Sundin as a summer student By-Law Enforcement Officer in and for the City of Kenora under the authority of the Police Services Act; and further

That this appointment is hereby authorized for the period of July 1, 2017 to September 1, 2017.

Budget: included in the 2017 operating budget

Risk Analysis:

There is no risk to this report as it is a statutory requirement.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: administrative only

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



June 6, 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:

- April 13 – Environmental Advisory Committee
- April 26 – Kenora Public Library Board
- June 1 – Lake of the Woods Museum Board; and

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

- February 16 – Kenora District Services Board
- March 28 – District of Kenora Home for the Aged Board of Management
- April 18 – Planning Advisory Committee
- April 19 – Kenora Police Services Board; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



May 29, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

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 April.

Resolution for Council:

That Council of the City of Kenora hereby accepts the April 2017 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**

April 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 April 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:

- Apr 3rd
- Apr 10th
- Apr 18th
- Apr 24th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Repaired various small caustic leaks.
- Worked with AutomationNow on SCADA system wastewater control.
- Worked with AutomationNow on SCADA system LOH displays.
- Replaced chlorine gas detector sensors.
- Replaced blown peristaltic tube on #1 alum pump.

2.4 Training

All operators attended two (2) one day WCWC courses - Attaining Water Quality Compliance and Watermain Repair Logistics.

2.5 Water Quality Complaints

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

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

- April 6 - Dug and repaired watermain break at: 1 Third Avenue West, Norman.
- April 10 - Dug and repaired watermain break at: 46 Gunne Crescent.
- April 20 - Dug for the new service line at: 143 Regina Avenue.
- April 24 - Dug and repaired curb box at: 30 Don Brock Drive.

3.1.2. Wastewater Collection

- April 5 - Rodded plugged sewer at: 813 Second Street South.
- April 6 - Rodded plugged sewer at: 311 Fourth Street North.
 - Rodded plugged sewer at: 721 First Street South (Kenora Curling Club).
- April 19 - Televised sewer main at: 100 Block of Regina Avenue.
 - Rodded plugged sewer at: 405 Seventh Avenue South.
- April 24 - Rodded plugged sewer at: 602 Third Street North.
- April 25 - Rodded plugged sewer at: 1388 Valley Drive.
- April 26 - Rodded plugged sewer at: 121 Third Street North.
- April 28 - Televised and rodded plugged sewer at: 1388 Valley Drive.
- April 30 - Flushed main to clear plugged sewer at: 419 Fifth Street North.

3.1.3. Water Thaws:

	April 2016	April 2017
City	0	0
Private	0	0

3.2 Training

- April 11 and 12 - Dave King and Ryan Hanstead attended First Aid and CPR Training.
- April 24 and 25 - All staff attended Walkerton Training on “Water Quality

Compliance”.

- April 26 and 27 - All staff attended Walkerton Training on “Watermain Repair Logistics”.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2017

Date and Location:

- April 6th - Thirteen residents at Norman Drive and seven residents at Third Avenue West.
- April 10th - Thirteen residents at Gunne Crescent.

3.5 Other Information

- Chris Pieczonka received his Class 1 License for the Wastewater Treatment Plant.

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 April 19th, 2017 - Results: (also Sludge Cake Metal Analysis).

- a. Total BOD (biological oxygen demand) Raw Sewage: 87 [mg/L]
- b. Total BOD Final Effluent: 8.0 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 119 [mg/ L]
- d. Total Suspended Solids Final Effluent: 5.2 [mg/ L] - limit is 25 [mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on April 5, 12, 19, 26th, 2017 - Results: Organisms/100 ml

- a. Geometric Means from samples in April: 31.24 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 31.24

organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 91% and the Plant reduction of suspended solids is 95%.

4.3 Maintenance

- 4.3.1. Sludge Press maintenance.
- 4.3.2. Ballast replacement in UV system.
- 4.3.3. Replace all 4 belts on sludge dewatering presses.
- 4.3.4. Reduce air output to reeration tanks, monitor D.O.
- 4.3.5. 100 Building grit removal maintenance, grease bar screen, grit removal and organic return.
- 4.3.6. Replace DC drive on north sludge dewatering press.
- 4.3.7. 400 building, installed 220 volt receptacle for pumping out reeration tanks.
- 4.3.8. Scada System, upgrade and repair operation as well as alarm systems.
- 4.3.9. East and West clarifier maintenance.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.
- 4.4.2. First Aid Training.

4.5 Other Information

April 5th, 2017 - Workplace Health & Safety inspection completed.

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 Effluent 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>														
Callouts		1	0	2	1	1	2	1	0	0	1	2	2	13