



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, November 21, 2017
12:00 p.m.**

City Hall Council Chambers

***Note:** Council will hold a Closed Session at 10:00 a.m. under Section 239 with regular Council to begin at 12:00 noon

1. Call to Order

2. Blessing – Councillor Smith

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 the 2017 Capital Budget in the amount of \$105,000 with \$21,000 coming from contingency reserves and the balance coming from FCM funding to integrate climate risks into the City's 2016 Asset Management Plan

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 – October 17, 2017
- Special Council – November 7, 2017

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

9. Reports from Committee of the Whole

9.1 Finance & Administration

- Changes to Public Health System Support
- Budget Amendment – Climate Asset Management Network
- 2017 Capital & Unusual Spending
- September 2017 Financial Statements
- 2017 Q3 Investments
- Q3 Contracts Awarded
- Priority Capital Projects
- Succession Planning Policy – HR-1-6
- We Own It Campaign
- December Committee of the Whole Meeting Date Change

9.2 Fire & Emergency Services

- Emergency Management Program
- Support for Exemption to Bill 148

9.3 Operations & Infrastructure

- Panorama Ridge Condo Number 3 & 5 Water Meter Services

9.4 Community & Development Services

- Funding Applications – DTR IV
- Funding Applications – Harbourfront Redevelopment
- NWBC Funding Agreements

10. Housekeeping Resolutions

- 305 Main Street Lease
- By-law Enforcement Officer Appointment
- IBEW 559 Collective Agreement
- MAMP Agreement
- Investment Readiness Assessment - McSweeney Agreement
- Transfer of Lands – 9th Street North
- Wayfinding Program Contract Agreement
- OMAFRA Agreement - Seventh Avenue bridge funding
- CWWF Funding – Water/Wastewater Infrastructure Projects
- Various Committee Minutes
- September 2017 Water Wastewater Systems Monthly Summary

11. Tenders

- Hourly Equipment & Truck Rental 2018
- Garden & Shrub Beds Contract

12. By-laws

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

- Confirmatory
- Budget Amendment – Climate Asset Management Network
- Succession Planning Policy – HR-1-6
- Emergency Management Program

- NWBC Funding Agreements
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- 305 Main Street Lease
- By-law Enforcement Officer Appointment
- IBEW 559 Collective Agreement
- MAMP Agreement
- Investment Readiness Assessment - McSweeney Agreement
- Transfer of Lands – 9th Street North
- Wayfinding Program Contract Agreement
- OMAFRA - Seventh Avenue bridge funding
- CWWF Funding – Water/Wastewater Infrastructure Projects

13. Notices of Motion

14. Proclamations

15. Announcements (non-action)

16. Adjourn to a Closed Session

That pursuant to Section 239 (3.1) of the Municipal Act, 2001, as amended, Committee will move into a Closed Session at _____ p.m. for the purpose of educating/training Members pertaining to a bridge audit review and education from the CAO on municipal matters; and further

That at this meeting, no Member will discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council.

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**.



October 27, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Assignment of lease and consent of landlord, 305 Main Street

Background Information:

A lease agreement was signed on July 15, 1982 between the City of Kenora (formerly the Corporation of the Town of Kenora) AND 6292470 CANADA INC. (Canadian Tire Corporation Limited,) for a tract of closed laneway runs along the parking lot at 305 Main Street, to Lake of the Woods. (Attachment A)

The term of the lease is fifty (50) years, expiring in July, 2032, with an option to renew for a further period of fifty (50) years.

The Lease contains a covenant on the part of the Tenant not to assign the Lease or sublet the Premises without the Landlord's consent;. The property locally known as 305 Main Street has transferred ownership (October 23rd, 2017), as such, the Assignor has applied to the City of Kenora for consent to the Prior Assignment and the assignment of the Lease from the Assignor to the Assignee. (Attachment B)

A copy of the binder insurance has been provided as per the condition as set out within the lease. (Attachment C).

Resolution for Council:

That Council gives three readings to a by-law to authorize the execution of an assignment of lease for lands legally described as parts of a lane adjacent to Lots 207 and 208 as shown on a Plan of Survey registered in the Land Registry Office at Kenora as Plan 23R5416 and designated thereon as Parts 4, 6 & 8 and registered in the Registry Division of Kenora (No. 23) as Instrument No. 20779; and further

That the CAO be hereby authorized to execute the agreement.

Briefing By: Melissa Shaw, Planning Assistant

Bylaw Required: Yes



November 4, 2017

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

Agenda Item Title: Appointment of Bylaw Enforcement Officer

Background Information:

Council has continued to express the importance of bylaw enforcement for the City and as such, has authorized an additional bylaw officer for the department.

Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw. This report is to appoint the new officer hired, Cole Kaemingh effective November 27, 2017.

Cole comes to us from Canada Border Services Agency where he has been employed as a Border Services Officer. Having worked for the CBSA since 2003, Cole has a strong background and years of experience in law enforcement which make him an excellent addition to the bylaw enforcement team.

Cole is originally from the Fort Frances area and has been living in Kenora with his family for the past few years.

Resolution for Council:

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

That this appointment be effective November 27, 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



October 25, 2017

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

Agenda Item Title:

Collective Agreement between the Corporation of the City of Kenora and the International Brotherhood of Electrical Workers (Water Plant) Local 559

Background Information:

By-law Number 99-2017 to execute a Memorandum of Agreement between the Corporation of the City of Kenora and the International Brotherhood of Electrical Workers (IBEW) Local 559 was approved by Council on August 22, 2017.

Approved amendments in the Memorandum of Agreement were made to the Collective Agreement, subsequently a new Collective Agreement was prepared and approved by the parties.

Resolution for Council:

That Council of the City of Kenora hereby approves the Collective Agreement between the Corporation of the City of Kenora and the International Brotherhood of Electrical Workers (IBEW) 559; and further

That three readings be given to a bylaw to execute the Collective Agreement.

Budget: Amendment has been made to the 2017 Water & Sewer operating budget from the City's Water & Sewer Reserve to fund the incremental costs for 2017. The 2018 and 2019 budget will reflect the approved increases for those years.

Communication Plan/Notice By-law Requirements:

Circulation of the new Collective Agreement to IBEW, Manager of Operations & Infrastructure and Water & Wastewater Division Lead.

Strategic Plan or Other Guiding Document:

Core value of Fiscal Responsibility
Focus on our People

ERM: As per the requirements in the City's ERM policy, there is a moderate operational, financial and legal impact as the Water Plant is a critical component to providing safe drinking water if an agreement was not made

Briefing By: Sharen McDowall, HR Strategist

Bylaw Required: Yes



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Core value of Fiscal Responsibility
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ERM: As per the requirements in the City's ERM policy, there is a moderate operational, financial and legal impact as the Water Plant is a critical component to providing safe drinking water if an agreement was not made

Briefing By: Sharen McDowall, HR Strategist

Bylaw Required: Yes



November 6, 2017

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

Agenda Item Title:

FCM Municipal Asset Management Program Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Federation of Canadian Municipalities (FCM) to conduct mobile sensing and road condition data gathering plus analysis for Kenora's road network in the amount of \$52,919. 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 Mobile Sensing Roads Assessment and GIS Based Software Analytics Platform; and further

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

Budget: As per the agreement, total project costs are \$52,919. The FCM grant application is in the amount of \$42,335 with a total net cost to the municipality of \$10,584.

Risk Analysis:

There is a low level of financial risk given the contribution required by the municipality and that it can be funded through the existing budget allocation to the Roads Division.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Heather Kasprick, City Clerk & Adam Smith, Special Projects & Research Officer

Bylaw Required: Yes



October 30, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: McSweeney and Associates Inc. Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and McSweeney and Associates Inc. for the provision of an Investment Readiness Assessment project in the amount of \$17,628 including HST plus travel expenses invoiced at actual cost and not to exceed \$2,000.

The engagement of McSweeney and Associates Inc. is a result of the successful application to the Northern Communities Investment Readiness program to deliver the Investment Readiness Assessment project as detailed in the June 1, 2017 report and amended July 17, 2017 report to Council.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and McSweeney and Associates Inc. for the Investment Readiness Assessment project; and further

That the CAO be authorized to execute this agreement.

Budget:

As per the agreement, the total project budget is \$20,000 covered primarily by the Province of Ontario.

Risk Analysis:

There is a low financial risk in executing this agreement as the budget for this project is sufficient for contracted services.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Megan Dokuchie, Economic Development Officer
Adam Smith, Special Projects and Research Officer
Corey Jones, Economic Development Intern

Bylaw Required: Yes



November 10, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Transfer of Lands, Pts 1-7 KR541, 9th Street North, Kenora, Ontario

Background Information:

In May 2016, the Manager of Operations for the City of Kenora requested to Mr. Richard Garneau, President and CEO, Resolute Forest Products, that they consider the transfer of vacant lands, adjacent to the City of Kenora Cemetery, legally known as M39 KR541 Parts 1 to 7 Pcls 14114, 18762 and 24063. On June 15, 2016 senior legal counsel for Resolute Forest Products informed the Corporation that they agreed to transfer the above mentioned lands on an “as is where is basis”; and that the City of Kenora be responsible to draft and submit the relevant documentation through its legal counsel to Resolute Forest Products’ in-house counsel for review and approval. All legal fees associated with the transfer are the responsibility of the Corporation of the City of Kenora.

The City Solicitor drafted an agreement of purchase and sale for consideration, included in the agreement a provision that the city will provide an undertaking that these properties will be utilized solely for cemetery purposes and at the option of the Seller, a restrictive covenant to this effect may be registered on title.

The above noted transaction was completed on July 31, 2017 in accordance with the terms of an Agreement of Purchase dated July 18, 2017. A transfer of land was registered in the Land Register Office at Kenora, Ontario as Instrument No. KN80102.

Resolution for Council:

That Council gives three readings to a by-law to authorize the transfer of lands known as Pts 1-7 KR541, 9th Street North from Resolute FP Canada Inc. to the Corporation of the City of Kenora.

Briefing By: Melissa Shaw, Planning Assistant

Bylaw Required: Yes



October 31, 2017

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

Agenda Item Title: Kenora Wayfinding Program

Background Information:

Since 2016, the City of Kenora has been working with HTFC Planning + Design to implement a Wayfinding Program in the Harbourn Town Centre. Wayfinding is more than just signage; the goal is to create a sense of arrival, a destination and a legible City. Work completed to date has included the development of a program which highlights districts, nodes and landmarks, message scheduling and preliminary designs. On September 20th, 2017 HTFC emailed invited bidders for the supply and installation of wayfinding signage including: concrete piles, granite collars, signs, kiosks, parking signs, sign anchors, electrical and removal and replacement of all site conditions such as unit pavers and specialty fabrications.

Tenders for the City of Kenora Wayfinding Program closed on Thursday, October 5th, 2017 with one company submitting tender pricing:

Sierra Construction	\$446,474
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Negotiations with Sierra Construction have determined that the Wayfinding Program can be successfully implemented in alignment with the municipal budget in the amount of \$286,379 plus HST.

City of Kenora Council has approved the tender submitted by Sierra Construction for the City of Kenora Wayfinding Project.

A copy of the contract is available in the Clerk's office as the attachment is too large to include.

Resolution for Council:

That three readings be given to a bylaw to execute a contract between the Corporation of the City of Kenora and Sierra Construction for the supply and installation of wayfinding signage with total project costs being \$286,379 plus HST and a completion date of February 28th, 2018; and further

That the CAO be authorized to execute this agreement.

Budget:

The Wayfinding Program is a component of the Second Street Downtown Revitalization Project. Funding for the project is confirmed from FedNor (30 percent) and NOHFC (33.33 percent) with the remainder allocated from the City of Kenora 2017 capital budget. Funding from the federal and provincial levels of government must be spent in advance of the project completion date, which has been requested to be amended to February 28th, 2018.

Risk Analysis:

As per the requirements of the City's ERM policy, there would be a moderate risk if the Wayfinding Project was not completed. This project is an example of a positive improvement to the public realm, supporting our downtown business community. Staff recommend a robust review of the Sign By-Law. Staff recommend a Wayfinding Sign policy and sign maintenance program be considered in addition, budget dollars allotted to implement further Wayfinding Programs throughout the City of Kenora and to ensure existing signs are free from vandalism and wreckage.

Communication Plan/Notice By-law Requirements:

Resolution required. Distribution: City Clerk, Manager Community and Development Services, Municipal Engineer

Strategic Plan or Other Guiding Document:

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

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

3-4 The City embrace the importance of empowering staff to make decisions that consistently demonstrate our commitment to making prompt, efficient and courteous customer service to our residents.

Briefing By: Corey Jones, Economic Development Intern
Megan Dokuchie, Economic Development Officer
Melissa Shaw, Planning Assistant

Bylaw Required: Yes



November 6, 2017

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

Agenda Item Title:

Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Seventh Avenue Bridge Agreement.

Background Information:

In 2016, the City of Kenora applied for the top-up component of the Ontario Community Infrastructure Fund (OCIF) for the replacement of the Seventh Avenue Bridge. The City was not successful in this application. As a result the project was put on hold. Earlier this year the City was informed by OMAFRA that \$1,083,800 has been made available for the project.

The project will be completed in 2018.

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 Minister of Agriculture, Food and Rural Affairs; and further

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

Budget: The budget plan is to fund the project utilizing the OCIF top-up as well as the 2017 and 2018 formula based OCIF components.

Communication Plan/Notice By-law Requirements:

Two signed copies of the Agreement, together with the by-law authorizing the signing of the Agreement, will be forwarded to the Ministry of Agriculture, Food and Rural Affairs.

Strategic Plan or Other Guiding Document:

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.

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: Yes



November 16, 2017

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

Agenda Item Title:

Clean Water and Wastewater Fund (CWWF) Transfer Payment Agreement for Water, Wastewater and Storm Sewer Infrastructure.

Background Information:

On October 4, 2016, Council authorized a funding application to CWWF for projects related to water, wastewater and storm sewer infrastructure.

An agreement was reached between the Corporation of the City of Kenora and the Minister of Infrastructure. The funding arrangement is 50% from the federal level of government, 25% from the provincial government with the City contributing the balance of 25% towards eligible projects. The maximum project value is \$1,332,400. 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 Minister of Infrastructure (CWWF) for the projects related to water, wastewater and storm sewer infrastructure; and further

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

Budget: The City's 25% contribution was approved in the 2017 Capital Budget. Since some of the work will be carried forward to 2018 the project will be carried forward to the 2018 Capital Budget.

Communication Plan/Notice By-law Requirements: Corporate Services, Operations, Filing

Strategic Plan or Other Guiding Document:

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.

2-13 The City will continue to advance our leadership position as "Stewards of the Lake" and "Stewards of the Land" by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: Yes



November 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 receives the following Minutes from other various Committees:

- July 25 – District of Kenora Home for the Aged Board of Management
- September 19 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



November 1, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

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 September.

Resolution for Council:

That Council of the City of Kenora hereby accepts the September 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**

September 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 September 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:

- Sep 5th
- Sep 11th
- Sep 18th
- Sep 25th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Painted outdoor loading bay area with non-slip epoxy.
- Installed new turbidimeters and controller on filters 3 and 4.
- Replaced failed analog output card on main PLC.
- Replaced failed UPS at Zone 4 booster.

2.4 Training

All operators attended City of Kenora staff Cultural Sensitivity Training, as well as HR’s Self Service training.

2.5 Water Quality Complaints

There were four water quality complaints in the month of September; two for taste and odour, one for yellow water and one for illness a resident had suspected

was caused by drinking water. The taste and odour complaints were followed up with an explanation to residents of our geosmin levels. The yellow water complaint was traced to some valves that the Sewer and Water crew were working in the Lakeside area, which cleared up on its own before staff arrived to investigate. Samples were taken from the residence where there were health concerns, which came back with no indication of any issues with the City water supplied to them.

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

- September 6 - Dug and lowered curb stop at: 45 Gunne Crescent.
- September 12 - Dug and repaired curb box at: 815 Fifth Street Keewatin.
- September 14 - Dug and repaired service lines at: 121 Seventh Street South.
- September 18 - Continued service repairs at: 121 Seventh Street South.
- September 19 - Repaired curb box at: 629 Sixth Avenue South.
 - Repaired curb box at: 117 Seventh Street South.

3.1.2. Wastewater Collection

- September 6 - Dug and repaired broken sewer service at: 721 First Street South, Kenora Curling Club.
- September 11 - Rodded plugged sewer at: 1002 Park Street.
 - Dug and repaired sewer at: 734 Park Street.
- September 14 - Rodded plugged sewer at: 317 Veterans Drive.
- September 17 - Rodded plugged sewer at: 726 Second Street South.
- September 18 - Replaced grinder pump at: 6 Bayridge Road.
- September 23 - Flushed, televised and rodded plugged sewer at: 35 Regina Avenue.
- September 25 - Replaced grinder pump at: 420 Rabbit Lake Road.
- September 27 - Replaced grinder pump at: 1301 Railway Street
4 Real Developments Inc (AK's place).

- September 29 - Rodded plugged sewer at: 401 Seventh Avenue South.

3.1.3. Water Thaws:

	September 2016	September 2017
City	0	0
Private	0	0

3.2 Training

- September 6 – Scott Cameron attended a one day Walkerton course on “Best Practices for Small Water Supply”.

3.3 Water Quality Complaints

There were four (4) customer complaints reported to the Water Treatment Plant for the month of September. Two were for taste and odour, one was for yellow water and one for illness a resident had suspected was caused by drinking water. See Item 2.5 for more detail.

3.4 Boil Water Advisory(s) - 2017

Date and Location:

- September 20th – Fifteen residents on Airport Road and one resident on Jones Road.

3.5 Other Information

- The MOECC’s 2017-18 inspection on the Kenora Drinking Water System was conducted on September 12 and 13. The Final Report from this inspection was received on September 27.
- Documents were submitted to SAI – Global for surveillance audit on “Kenora Drinking Water Quality Management System”.
- Ryan Hanstead started to work as a water and wastewater operator on September 11.
- Operators attended Cultural Sensitivity and HR’s Self Service Training.

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 September 20th, 2017 - Results: (also Sludge Cake Metal Analysis).
 - a. Total BOD (biological oxygen demand) Raw Sewage: 81 [mg/L]
 - b. Total BOD Final Effluent: 13.6 [mg/L] - limit is 25 [mg/L].
 - c. Total Suspended Solids Raw Sewage: 115 [mg/ L]
 - d. Total Suspended Solids Final Effluent: 7.6 [mg/ L] - limit is 25 [mg/L]

- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on September 6, 13, 20, 27, 2017 - Results: Organisms/100 ml
 - a. Geometric Means from samples in September: 191 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 effluent leaves the plant with a geometric mean of 191 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant reduction of BOD is 83% and the Plant reduction of suspended solids is 94%.

4.3 Maintenance

- 4.3.1. Sludge Press maintenance [clean and grease].
- 4.3.2. HRV installed and operational in the 100 building.
- 4.3.3. Organic return electric motor and timer replaced.
- 4.3.4. Replaced transformer in the 100 building.
- 4.3.5. 100 Building: maintenance, clean sediment pond and grit removal.
- 4.3.6. U.V. maintenance: grease and lime away.
- 4.3.7. Changed drive belt on organic return in the 100 building.
- 4.3.8. Replaced burnt wires on relays (MCC panel) in the 100 building.
- 4.3.9. Road upgraded behind the 100 building.

4.4 Training

- 4.4.1 Health and Safety Policy reviewed with staff.
- 4.4.2 Cultural Sensitivity training.
- 4.4.3 HR information training.

4.5 Other Information

September 6th, 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				1772206
Maximum Daily Influent Flow	m ³ /day	7382	8055	7160	7163	7281	7263	7920	8198	7373				67795
Minimum Daily Influent Flow	m ³ /day	5892	5904	5414	5005	4968	5566	5141	5192	5412				48494
Average Daily Influent Flow	m ³ /day	6621	6908	6428	6114	6072	6541	6633	6894	6234				58445
Maximum Daily Instantaneous Influent Flow	m ³ /day	18803	18133	17996	17979	18506	18133	18333	18255	18214				164352
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	189408	178185	182723	169724	174511	181759	189567	196303	171995				1634175
Maximum Daily Effluent Flow	m ³ /day	6757	7575	6725	6659	6864	6699	7096	7439	6750				62564
Minimum Daily Effluent Flow	m ³ /day	5494	5593	4888	4487	4491	5112	4895	4751	4878				44589
Average Daily Effluent Flow	m ³ /day	6110	6364	5894	5657	5629	6059	6115	6332	5733				53893
Plant Meter Reading	m ³ /month	4929	4212	4405	4319	4400	4394	3411	3095	5909				
Compensated Total Effluent Flow	m ³ /month	184479	173973	178318	165405	170111	177365	186156	196303	166086				1598196
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	4	5	4	5	4	4				39
Number of Treated Samples Taken		5	4	4	4	5	4	5	4	4				39
Number of Distribution Samples Taken		30	24	24	24	30	24	30	24	24				234
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		8	3	12	6	0	0	4	4	4				41
WTP Callouts		3	6	6	7	5	18	10	5	14				74
<u>Water Thaws</u>														
City		1	1	0	0	0	0	0	0	0				2
Private		2	0	0	0	0	0	0	0	0				2
Total		3	1	0	0	0	0	0	0	0				4

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2017

		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.	174,640	171,801	194,410	213,162	180,227	114,988	170,321	85,898	233,930				1,539,377
Maximum Daily Influent Flow	m ³ /day	6,612	12,043	9,490	8,388	8,751	4,715	9,793	4,897	13,043				77,732
Minimum Daily Influent Flow	m ³ /day	4,857	4,957	5,220	6,519	3,928	3,270	3,358	1,767	4,231				38,107
Average Daily Influent Flow	m ³ /day	5,633	6,136	6,271	7,105	5,814	3,833	5,494	2,770	7,546				50,602
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	173,624	168,693	187,955	199,955	168,496	113,844	167,581	87,004	227,033				1,494,185
Average Daily Flow	m ³ /day	5,601	6,025	6,063	6,665	5,435	3,795	5,406	2,806	7,323				49,119
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		4	4	5	4	5	4	4	5	4				39
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1				9
Number of Treated Samples Taken		4	4	5	4	5	4	4	5	4				39
Geometric Means (Bacti Samples)		30.8	11.9	10	31.24	10	0	10	10	191				305
Sludge Hauled to Landfill	m ³ /mon	228	251	239	171	239	103	91	57	182.4				1,561
<u>Callouts</u>														
		0	0	0	2	1	11	3	3	10				30

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



November 7, 2017

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

Agenda Item Title: 2018 Hourly Equipment and Truck Rental Tender

Background Information:

The City of Kenora puts out an annual tender for the hiring of non-owned equipment and trucks on an as required basis throughout the year.

The tender for Equipment and Truck Hourly Rental closed on November 2, with formal tenders received from six companies. The contractors provided hourly rates for various pieces of equipment and types of trucks as specified in the tender document. The tenders are broken down into ranking lists showing the various items with the contractor's name, information and hourly rate included. The equipment is ranked by lowest price rated first and then by the newer year of equipment being rated higher should identical pricing be received for the same category of equipment. The trucks are rated with one truck from each contractor being ranked first using the same ranking methodology as the equipment, prior to additional trucks of the same contractor being included in the ranking listing. The ranking lists for both equipment and trucks are attached. These ranking lists will be distributed to City departments for their use when hiring non-owned equipment and trucks throughout 2018. All categories of equipment and trucks received a minimum of one price with the exception that there were no bidders for hydraulic cranes, hydraulic boom trucks, vacuum trucks, and tandem rock box trucks.

Resolution for Council:

That the tenders for the Hourly Rental of Equipment and Trucks for 2018 be received; and further

That the ranking lists for Hourly Rental of Equipment and Trucks for 2018 be accepted and adopted for the purposes of hiring non-owned equipment and Trucks during the period of January 1 through to December 31, 2018.

Budget: 2018 Operating Budget

Risk Analysis: There would be a moderate impact to the City both financially as well as operationally without a tendered price list for rental of non-owned equipment and trucks. The City will avoid this moderate risk by receiving hourly rates for equipment and trucks, which are ranked lowest to highest, prior to the hiring of contracted services.

Communication Plan/Notice By-law Requirements: Jeff Hawley, Marco Vogrig, Krishanth Koralalage

Strategic Plan or other Guiding Document:

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

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No