



AGENDA

Regular Meeting of Council of the City of Kenora

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

1. Call to Order

2. Blessing – Councillor McMillan

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 Tariff of Fees and Charges bylaw to increase water and sewer rates by 8% in 2018 and an additional 5.5% in 2019
- Re-name Colonization Road to 'Nash Drive'
- Impose a load restriction on the Coker Bridge
- Amend the 2017 Operating & Capital Budget for the following purposes:
 - withdraw funds from the Operations Facility Reserve in the amount of \$60,000 for repairs to the sand dome walls
 - withdraw funds from the Parking Reserve in the amount of \$7,500 for the conversion of the light fixtures at the Park Street parking lot
 - withdraw funds from the Sewer and Water Reserve in the amount of \$295,500.00 (plus HST) for the purchase of a 2014 vacuum/flusher truck

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 – August 22, 2017

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

- Presentation to Kenora Canada Games Athletes & Staff
- Charles Ross – Community Safety Zone

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Corporate Services & Strategic Initiatives

- 2016 Annual Report
- Anti-Harassment and Violence Policy Amendment
- OCIF Top-Up Funding Application
- City IT Services Contract
- July 2017 Financial Statements
- Section 357 Tax Adjustment
- Scotiabank Hockey Day in Canada Final Report
- Kenora Lions Club Community Foundation Application
- Pickleball Club Community Foundation Application
- Rabbit Lake Community Gardens Community Foundation Application
- Water & Sewer Rate Increase
- Sunset Country Travel Association Annual Fees

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- Municipal Infrastructure Project Bundling Initiative
- Budget Amendment – Park Street Parking Lot
- Rename Colonization Road to Nash Drive
- Budget Amendment – Sand Dome Repairs
- Coker Bridge Load Restriction

9.4 Community & Development Services

- Lease Agreement for 1008 Ottawa Street
- Fingerboard Signage
- Bell Lease Agreement for Micro & Pico Cells in City Facilities
- Ontario Trillium Foundation Capital Investment Stream Request
- Ontario Trillium Foundation Emerging Governance Platform Status

10. Housekeeping Resolutions

- Budget Amendment – Hydro Vac Purchase
- 1,000 Officer Funding Agreement
- Crawford Road Lift Station Rehabilitation
- Kenora Fire Radio Communications
- Provincial Offences Write Offs
- Recreation Department 2nd Quarter Report
- Sector Partnership Planning Agreement
- Various Committee Minutes
- Water & Wastewater Systems Monthly Summary July 2017

11. Tenders

- Cast in Place Pipe Relining

12. By-laws

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

- Confirmatory
- Anti-Harassment and Violence Policy Amendment
- City IT Services Contract
- Water & Sewer Rate Increase
- Budget Amendment – Park Street Parking Lot
- Rename Colonization Road to Nash Drive
- Budget Amendment – Sand Dome Repairs
- Coker Bridge Load Restriction
- Lease Agreement for 1008 Ottawa Street
- Bell Lease Agreement for Micro & Pico Cells in City Facilities
- Budget Amendment – Hydro Vac Purchase
- 1,000 Officer Funding Agreement
- Crawford Road Lift Station Rehabilitation
- Sector Partnership Planning Agreement

13. Notices of Motion

14. Proclamations

- Wrongful Conviction Day – October 2nd
- World Mental Health Day – October 10th
- Occupational Therapy Month – October 2017

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 (3 matters)

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**.



DEPUTATION REQUEST FORM

To Appear before Kenora City Council or Committee of the Whole of Council

How to Make a Deputation:

1. Determine date and time of Council or Committee meeting you wish to attend.
2. Submit this completed and signed form to the City Clerk (deliver/mail/fax or e-mail)
 - at least seven (7) days in advance of any Committee meeting
 - before 10:00 a.m. on date of a Council meeting;
3. State your name prior to speaking, and
4. Provide a copy of materials used in your presentation, if any, to the City Clerk for the official record (either in advance or at the time of the deputation).

City Clerk's Contact Information:

By Mail: 1 Main Street South, Kenora, ON P9N 3X2

By fax: 807-467-2009

E-mail: hkasprick@kenora.ca

| | |
|--|---|
| Name: <small>(person making deputation)</small> <u>Charles Ross</u> | Organization You Represent: <small>(if applicable)</small> _____ |
| _____ / _____ <small>(please print)</small> | |
| Mailing Address: <u>825 Park St, Kenora, ON P9N1B6</u> | Telephone Number: <u>(807) 464-4904</u> |
| Email Address: <u>charles.jacob.ross@gmail.com</u> | Postal Code: <u>P9N1B6</u> |
| Other Persons Presenting with You on this topic? <small>(on behalf of same organization)</small> | |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | |
| If yes, Other Names: _____ | |
| Topic – include brief statement of issue or purpose for Deputation: <small>• Please see Protocol Notes on Page 2</small> <u>change a portion of Park St to a community safety zone and reduce the speed to 40km/hr</u> <u>(From the intersection of 1st St S. & Park St. to 10th Ave S. & Park St.)</u> | |
| I wish to appear before | |
| <input checked="" type="checkbox"/> Council <input type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other | |
| On the Meeting date: September 11th <u>September 12th at noon</u> | |
| Please Note: <small>Most meetings are video-taped and reported on by both the local newspaper and radio stations. Subsequently your deputation will form part of the public record in the minutes which are circulated widely and posted on the City's portal on the internet. By appearing before Council/Committee and signing this form, you hereby understand that information pertaining to you and your deputation will be publicized.</small> | |
| Do you have material to leave with Council following your deputation? | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, please give to Clerk upon arrival to meeting)</small> | |
| Signature Required: <u>Charlie Ross</u> <small>(Must be signed by applicant to go forward)</small> | |

...2

Deputation Protocol

The purpose of the deputation process is to allow individuals or groups an opportunity to make their views known to Council. Council values and welcomes input, comments, and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following Protocol is observed and we thank you for your interest in making a deputation and abiding by the rules:-

2.9 Cell phones/Blackberries/Smart Phones

All phones are required to be turned to vibrate during all Council and Committee meetings.

9.7 No Deputant shall:

1. Speak without first being recognized by the Head of Council or Chair
2. Speak disrespectfully of any person
3. Use offensive words or gestures, or make abusive comments,
4. Speak on any subject other than the subject stated on their Deputation Request Form
5. Disobey the Rules of Procedure or a decision of the Council or Committee

9.9 Expulsion

The Head of Council or Chair may cause to expel and exclude any member of the public who creates any disturbance or acts improperly during a meeting of Council or Committee. If necessary, the Clerk may be called upon to seek the appropriate assistance from police officers for this purpose.

9.14 Appearance - previous - limitation - new information

Any person appearing before Council who has previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and subsequent appearances.

✓ **Check below:**

I have never spoken on this issue before.

I have spoken on this issue before and the new information I wish to present is as follows:-

{Committee of the Whole/Property & Planning Meeting}

Committee of the Whole Meetings combined with the Property & Planning Committee immediately following, commence at 9:00 a.m., typically on the 2nd Tuesday of each month, unless otherwise advertised.

Committee Deputations are given approx. 15 minutes each at the beginning of the meeting, subject to the Chair's discretion.

Members of Committee may engage in dialogue with the person making a deputation as a matter of receiving and/or clarifying information.

Please present any material, letters or other relevant information concerning your deputation to Committee either at the time of your deputation or in advance of the meeting.

When a number of people are to appear representing one viewpoint or interest group, it is expected the group speak through a spokesperson, or submit written submissions.

{Council Meetings}

Regular Council meetings commence at 12:00 p.m., typically on the 3rd Tuesday of each month, unless otherwise advertised.

Deputations before Council are given approx. 5 minutes each at the beginning of the meeting, subject to the Mayor's discretion.

Council will not debate an issue, but will take the information under advisement.

Please present any material, letters or other relevant information concerning your deputation to Council either at the time of your deputation or in advance of the meeting.

When a number of people are to appear representing one viewpoint or interest group, it is expected the group speak through a spokesperson, or submit written submissions.



September 7 2017

City Council Committee Report

To: Mayor and Council

Fr: Marco Vogrig, Municipal Engineer

Re: Coker Bridge – Load Restriction

Recommendation:

That Council hereby approves a load restriction of a 20 tonne Gross Vehicle Weight for the Coker Bridge effective immediately; and further

That the appropriate bylaw be passed for this purpose.

Background:

In follow up to the report to council of March 4, 2017 related to the Seventh Ave Bridge load restriction that made reference to the Coker Bridge, the City commissioned a structural analysis and load rating report on the Coker Bridge by Stantec, whom was the firm that performed the 2016 bridge inspections. This was initiated by the City due to the fact that the 2016 Coker Bridge BCI value, determined to be 52.82, is the lowest BCI of all of the City's bridges.

Given the current state of the Coker Bridge based on the inspection and analysis, the consultant has recommended that a load restriction should be instituted for the structure. The load limit would restrict and prohibit construction trucks/equipment, tractor trailers and large fire vehicles traversing this bridge. There is a local alternative route that can be used to avoid the Coker Bridge that would utilize the Beggs Road and Gauthier Road. This alternative route would add approximately 2 km of distance in comparison to remaining on the Coker Road and crossing the bridge in question.

The consultant's report does provide a short term solution to increase the bridge's load rating by way of installing shims between girders and beams where the load transfer is compromised. There will be further discussions with Stantec in regards to developing a shim rehabilitation program on the bridge in order to provide a short term increase in load capacity. Stantec will also be requested to provide further comment and direction in terms of recommending future options for rehabilitation versus replacement and associated costs estimates to develop a longer term strategy for the structure.

Given the current load rating capacity of the bridge as determined by the consultant, administration is recommending that Council implement a load restriction on this bridge to a 20 tonne Gross Vehicle Weight.

Budget / Financial Implications:

Minimal budget impact related to signage and communication on Council's decision with regards to a load restriction.

Communication Plan/Notice By-law Requirements:

Communication plan with the public including appropriate signage. Specific communication is required to the City Fire Department.

Strategic Plan or other Guiding Document:

The City will ensure that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process, 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.

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.

ERM Assessment:

Although the exact likelihood is unknown and may not be able to be accurately determined, potential critical impact due to bridge failure.



September 12, 2017

City Council Committee Report

To: Mayor and Council

Fr: Mike Mostow, Fleet Division Lead

Re: Hydro Vac Replacement

Recommendation:

That Council hereby approves an additional allocation of \$295,500.00 (plus HST) to be funded through the Sewer and Water Equipment Reserve for the purchase of a 2014 Vacuum/Flusher truck; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2017 Operating & Capital Budget at its September 12, 2017 meeting to withdraw funds from the Sewer and Water Reserve in the amount of \$295,500.00 (plus HST) to offset the cost of this purchase; and further

That Council give three readings to a by-law to amend the 2017 Budget for this purpose.

Background:

Due to the cost of a new Hydro Vac unit (\$525,000), the City has been purchasing used units from Joe Johnson Equipment. These units are returned from lease by the City of Winnipeg's contracted service. The units are refurbished by Joe Johnson Equipment and offered for sale as used. We have purchased two units on this schedule thus far with very good results. The unit we wish to replace is a 2007 unit and was scheduled in our 10 year equipment reserve plan for replacement in 2018 at \$280,000. This schedule was chosen to follow the City of Winnipeg's replacement plan. Due to unforeseen circumstances, Winnipeg has chosen to rotate their fleet of Hydro Vac's early, hence the city following suit. We have reviewed the sale units and selected a 2014 Western Star with 70,000 Km, 6,000 hours on the unit and 1,100 hours on the fan system (fan replacement should occur at 5,000 hours for safety reasons, if not sooner) as per the attached literature.

The cost of the refurbished unit is \$349,000 (plus HST). The proposed purchase allows for a \$65,000 trade in value for our existing Hydro Vac unit with 27,000 Km and 4,550 hours. We may choose to list the trade unit for sale on Govdeals.com for 2 weeks and see if it will raise a higher value. Leasing a new unit may be an option, using our existing truck as a trade/down payment, the cost of this option will be approximately \$10,000 per month with no trade value after the lease, and this is before any additional maintenance costs.

The 2017 Sewer and Water equipment replacement plan received approval for a used Tandem Dump Truck for the Sewer Plant. This was tendered with unsatisfactory results and will not move forward in 2017. Additional funds will be added for a new unit in 2018's budget year, giving the Sewer Plant a newer unit will remove it from their budget for a projected 15 years. We propose to switch the purchase years of these two existing projects. The Hydro Vac unit was budgeted for \$280,000 in 2018, so it is

proposed to move this unit forward to the 2017 budget and the tandem unit back one year to the 2018 budget.

Budget:

Adjustment to the 2017 Sewer and Water reserve is required for the replacement of the Hydro Vac unit in 2017.

Risk Analysis: As per the requirements of the City's ERM policy, there would be a high operational risk if the Hydro Vac unit was not replaced. This risk will be mitigated through the proactive approach of replacing the unit prior to major malfunction or break down.

Communication Plan/Notice By-law Requirements:

Bylaw required. Distribution: J. Hawley, M. Mostow, C. Edie

Strategic Plan or Other Guiding Document: 10 Year Vehicle replacement schedule.



USED EQUIPMENT

Subsidiary Of Federal Signal Corporation

VACTOR COMBO FAN

CHASSIS

- 2014 Western Star 4700 Chassis
- 345 HP Cummins ISL Engine
- Automatic Allison 3000 RDS Trans
- 18,000 lbs Front Axle
- 40,000 lbs Tandem Rear Axle
- Driver Side Air Ride Seat
- 100 Gallon fuel tank
- Multi Band AM/FM/WB
- Heat / Air Conditioning
- Aluminum Front/Outer Rear Wheels
- Dual West Cost Heated Mirrors
- Dual 8" Fender Mirrors
- Dual Power Window

Est. As Of Nov 1,16

STOCK: MILEAGE: 70,000 KM
CHASSIS: 6,000 Hrs FAN: 1,100 Hrs

BODY

- 10 Yrd Debris Body With Load Limit Alarm
- Dual Stage Fan – Rebuilt Summer 2016
- 1,000 Gallons Water
- 80 GPM @ 2.500 PSI
- John Deere 6 Cyl / 185 HP Tier iii Aux Engine
- 8 Ft Telescoping Boom
- 400K Hot Water Boiler
- HXX Circuit & Tooling
- Debris Body Flush Out
- Dual Fan Flush Out
- Vac On The Go Level 1

BODY

- Rear Door Splash Shield
- 6" Butterfly Valve Rear Door 6:00
- Low Water Light & Alarm
- Folding Pipe Rack Curbside & Street Side
- Joystick Boom Control
- T300 Omnex Wireless Belly Pack
- Air Purge System
- Extreme Cold Weather Recirc 25 GPM
- All Factory Water Lines Are Insolated
- Accumulator
- Hydraulic Tool Package
- Hydraulic Shut Off Valves At Suction, Return & Filter
- Rodder Pump Drain Valves
- Tele / Rotating Hose Reel w/Dual Controls
- Rodder Hose Pinch Roller
- Electronic Water Level Gauge On Hose Reel
- Digital Water Pressure Gauge On Intelview
- Rotatable Upper Boom Inlet Hose
- Aluminum Tool Box 17x30x48
- In Cab Remote Mounted Intelview
- In Cab Dump Control
- In Cab Monitor For Back Up Camera
- In Cab Indicator Light For Reccirc
- Aux Engine Bio Diesel 10
- Aux Engine Drainable Fuel Filter / Water Separator
- Aux Engine High Temperature Alarm
- Aux Engine Fully Insulated For Sound Suppression
- Trash Pump Package
- Auto Greaser
- Hand Light With Retractable Reel
- LED Work Lights (2) On Boom
- Work Light At Hose Reel, Operators Station



USED EQUIPMENT

Subsidiary Of Federal Signal Corporation

VACTOR COMBO FAN



STOCK: MILEAGE: 70,000 KM
CHASSIS: 6,000 Hrs FAN: 1,100 Hrs

1.866.737.8470 | jjei.com



August 28, 2017

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

Agenda Item Title:

2017/2018 Community Policing Partnerships Program and Safer Communities 1,000 Officers Partnership Program Agreement

Background Information:

The Ministry has established the Safer Communities – 1,000 Officers Partnership Program as part of the government's commitment to make Ontario communities safer and stronger.

The Ministry of Community and Safety and Correctional Services established the Community Policing Partnerships (CPP) Program in 2003 as part of the government's commitment to make Ontario communities safer by enhancing police visibility. The Ministry provides funding to cost share 3 police officers and provide the funding for visible front line policing activities and shall be used solely for the purposes of maintaining the increased complement of front-line, uniformed police officers.

The term of the contract is April 1, 2017 and shall expire on March 31, 2018 according to Schedule "B" of the Agreement.

Resolution for Council:

That Council gives three readings to a by-law to authorize the execution of an agreement between the Minister of Community Safety and Correctional Services, the City of Kenora, and the Kenora Police Services Board with respect to the 2017/2018 Community Policing Partnerships Program and Safer Communities 1,000 Officers Partnership Program; and further

That the CAO be authorized to execute the agreement for this purpose.

Budget: The amount was included in the 2016 operating budget.

Risk Analysis: The risk is low as this is funding from the provincial government that assists the municipality with additional funding for presence in our community of police officers.

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

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes

SCHEDULE "C"
PROJECT DESCRIPTION

C.1 BACKGROUND

- When the 1,000 Officers Program was established, approximately 500 officers were allocated to community policing duties and 500 to the six high priority areas of youth crime, guns and gangs, organized crime and marijuana grow ops, dangerous offenders, domestic violence and protecting children from internet luring.
- Of these officers, 60 were allocated to Northern and First Nations police services that are eligible to receive up to \$70,000/officer/ year. For the remaining officers funded under the program, municipalities (including municipal police services and OPP municipal contract locations) are eligible to receive up to \$35,000/officer/year. The \$70,000 and \$35,000 include a maximum overtime payment of \$5,000/officer.
- Salary-related costs are eligible for funding, but training and equipment costs are not.

SCHEDULE "D" BUDGET

E.1 MAXIMUM FUNDS

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule B.

E.2 ALLOCATION

1. The Province will provide the Funds in accordance with the Project, under the terms of which the Board will maintain visible front-line and/or targeted areas/court efficiencies policing activities ("**1,000 Officers Activities**") as outlined in the original grant application.
2. The Funds shall be used by the Board and the Recipient solely for the purposes of maintaining the increased complement of front-line, uniformed police officers and for no other purposes. The Funds shall not be used for purposes related to maintaining the existing complement of front-line police officers, as defined by the October 23, 2003 Benchmark, due to the assignment of front-line police officers to non-1,000 Officers Activities.

October 23, 2003 Benchmark

3. The Project will continue to share the cost of increases to the actual total number of sworn officers above the October 23, 2003 figures submitted to Statistics Canada. The purpose of this benchmark is to ensure that the Province is not paying the salaries of new officers hired to replace officers who have resigned, retired or been terminated. In addition, the Project will not cover civilianization or the hiring of existing officers who increase the complement due to amalgamations. Officers funded through the Program must increase the complement above the combined complement of the amalgamated police service.

E.3 USE OF THE FUNDS

4. The Funds shall be used only to pay the costs of salaries, overtime and payroll benefits to a maximum of \$70,000 per officer per year for the 60 officers allocated to Northern and First Nations police services, and half of the costs of salaries, overtime and payroll benefits to a maximum of \$35,000.00 per officer per year for the remaining 940 officers hired under the 1,000 Officers Program who are engaged in full time 1,000 Officers Activities. The Province's share of overtime will not exceed \$5,000.00 per officer.

SCHEDULE "E"
PAYMENT PLAN

E.1 PAYMENT SCHEDULE

- A. The Province will reimburse the Recipient semi-annually subject to the Province receiving and approving the interim and final 1,000 Officers Program reports. Overtime will be paid annually after the 1,000 Officers Program Final Report, in the form provided in Schedule "F", is received and approved by the Province.
- B. The Recipient and/or the Board may be required to provide such further or additional information as the Province, acting reasonably, deems appropriate in approving the 1,000 Officers Program interim and final reports.
- C. Approval of the interim and final reports is at the sole discretion of the Province.

SCHEDULE "F" REPORTS

F.1 REPORTS AND DEADLINES

1. The Board is required to report on the allocation of officers under the 1,000 Officers Program and how the Funds were used for the purposes set out in Schedule "D" through an Interim and Final Report explained further below. While the Recipient would not be required to submit a separate report, the Recipient's requirement is for the receipt and use of the Funds toward the Board budget.
2. The Board shall, by October 6th 2017, submit the CPP Program Interim Report, in the form provided in Schedule "F". The Interim Report shall include the following information:
 - (a) update/confirm if all the information in the contact page is up-to-date; and
 - (b) update/confirm the number of sworn officer(s) to date.
 - (c) name of existing front-line police officer(s), overtime rate, total overtime hours (actual), overtime requested.
3. The Board shall, by March 2nd 2018, submit the CPP Program Final Report, in the form provided in Schedule "F". The Final Report shall include the following information:
 - (a) update/confirm if all the information in the contact page is up-to-date;
 - (b) update/confirm the number of sworn officer(s) to date; and
 - (c) name of existing front-line police officer(s), overtime rate, total overtime hours (actual), overtime requested.



August 28, 2017

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Crawford Lift Station Rehabilitation

Background Information:

City administration has accepted the sole proposal for the Crawford Lift Station Rehabilitation and has secured Manshield Construction via a council resolution for these services as per the requirements of the procurement policy. It is now in order for the City to enter into an agreement with Manshield to perform the rehabilitation services.

Attached is a copy of the agreement document for reference.

It is to be noted that the contract price as identified in the Contract Documents has increased by \$7,800 in comparison to the August award amount to include the provision of a flow meter that has now been included in the project. This increase will be accommodated within the existing project contingency with no effect to the budget that has been approved by Council at the special meeting in August.

Resolution for Council:

That further to administration accepting the proposal of Manshield related to the Crawford Lift Station Rehabilitation, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Manshield Construction; and further

That three readings be given to a by-law for this purpose.

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



August 28, 2017

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

Agenda Item Title: Fire Communication System

Background Information: In 2008, the City of Kenora Fire and Emergency Services (KFES) changed from conventional or legacy operating systems to Bell Mobility, Fleet Net Radio Communications System. Since the inception of the FleetNet system there has been considerable operability issues, including connectivity, handheld radio penetration into large buildings and areas throughout the City where vehicular radios would not communicate to the our local dispatchers or incident commander. Given these issues, the changeover from conventional radio system to FleetNet was delayed until late 2010 and to date many of these issues still occur. Since the inception of FleetNet there have been health and safety issues brought forward by both volunteer and career firefighters on the reliability of the radio system and the inter-connectivity with surrounding fire departments and personal pagers.

One of the main reasons to move to a newer radio system was to have this inter-connectivity between local EMS, Police and surrounding departments, however to date this not been able to be achieved and KFES continues to not be able to communicate by mobile radio with other local departments in Fire Zone 1. This is the main reason that they all remained on the conventional radio frequency and this is a very important aspect in fire and emergency services communications, especially in the event of an emergency that involves our fire mutual aid partners.

The KFES and surrounding departments are notified/paged by Central Ambulance Communications Centre (CACC), through the conventional radio system which is not compatible with the FleetNet operating platform. This disconnect has been an issue for years as it does not allow for the responding volunteer or off duty fire fighter to listen to on scene radio communications and make decisions prior to responding to the emergency.

There have been several attempts to fix the inter-connectivity issues between the two systems by both Bell Mobility and CACC service technicians, with little to no success.

Fire and emergency services do require a communications system that is reliable throughout the Kenora and surrounding area. Although, the FleetNet system does allow long range radio communications with surrounding municipalities, of which to date has never been required, we continue to be unconnected with our local emergency partners.

Over the past few years many large departments have also made this changed from FleetNet communications to other communications systems including the City of Guelph, and Cobourg.

For the above reasons and from extensive discussions with CACC, Kenora Chief Fire Officers Committee and most importantly Kenora firefighters, the KFES will move to the conventional radio system on August 31, 2017.

The advantages to this change are as follows:

- Reduction in annual operations cost of \$20,000.00 per year.
- Inter-connectivity with surrounding departments
- Direct contact with Ministry of Natural Resources and Forestry (MNRF) Fire Management
- Pager communications for responding firefighters
- Firefighter safety
- Vehicular radios are compatible with conventional system and will not require updating or any additional changes.
- Minimal annual fees to maintain the conventional system

As we move forward, additional hand held/portable radios will have to be purchased that will allow firefighters to communicate directly to CACC without vehicular repeaters and therefore eliminating the need to leave apparatus running.

Budget:

2017 Operational - purchase of conventional handheld radios through current funds allocated to the FleetNet System.

2018 Capital – purchase of additional conventional handheld radios and chargers through the transfer of funds from allocated annual operational budget to capital program to be discussed during the 2018 budget deliberations

Risk Analysis: As per the City's ERM Policy, staff has identified a low Operational risk. Fire staff has been requesting this change for many years and support the change. All vehicular radios were updated in 2008 and are completely compatible with this system. Full compatibility with surrounding fire departments and MNRF Fire Management.

There is a low Liability and Communications risk as the change enhances our communications system and inter-connectivity.

There is a low financial risk as there will be on average a \$20,000.00 decrease in the communications budget per year. There was no fixed contract with Bell Mobility therefore, no penalties in the cancellation of the FleetNet Connection.

Communication Plan: No By-law requirements, Communications updates have been sent to all partners, firefighters and CACC.

Strategic Plan or other Guiding Document:

Aligns with the City of Kenora's Values contained within Strategic Plan 2015-2020, specifically, "we strive for continuous service improvements through innovation, leadership and best practices; we consider community, public and workplace safety in every decision we make; we manage the municipal finances in a responsible, prudent and transparent manner; and we are committed stewards of the land and lakes that enrich our lives."

Aligns with the City of Kenora's Goals and Corporate Actions:

Infrastructure 2-3, The City will ensure prompt and immediate response times supported by resilient communications in the event of a system outage or other emergencies. This change allows responding firefighters to monitor radio communications, make decisions while responding to their respective fire hall therefore, greatly improving response efforts to an emergency

Environment, 2-12 The City will pursue operational and procurement measures that seeks to reduce fuel and energy consumption, where feasible, for city owned equipment. This communication change will reduce the need to have apparatus idling so that hand held radios can connect with vehicular repeaters.

Learning and Development – 3-11 The City will forge strong relationships with neighbouring communities and area municipalities by City staff, particular those that help ensure tight co-ordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, The Ontario Provincial Police, and neighbouring communities. This change will increase communication and interoperability with local partners.

Resolution for Council:

That Council hereby accepts the information report from the Kenora Fire and Emergency Services Department for the move from Bell Mobility FleetNet to conventional radio system.

Briefing By: Todd Skene, Fire & Emergency Services Manager

Bylaw Required: None



August 29, 2017

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

Agenda Item Title: 2017 POA Write Off's

Background Information:

The transfer of Provincial Offences administration took place in 2000 with the functions of court administration and court support functions for the proceedings of Part I, II and III matters of the Provincial Offences Act.

The City of Kenora entered into an Inter-municipal Service Agreement with the Municipal Partner areas of Red Lake and Sioux Narrows/Nestor Falls to administer the court services for their municipalities along with Kenora.

Under our MOU, the Ministry of Attorney General mandates that we create an annual write off listing and keep our accounts receivable current.

Council needs to be aware that the following accounts will be purged, however, a database will be maintained with the listing of all of the outstanding accounts in the event that we are successful in retaining payment on any of these outstanding written off fines. Write offs for this period and in recent years is significantly less than in previous years and this is a direct result of our process changing in write offs. We no longer write off Ontario drivers who have been suspended, these outstanding receivables now stay on suspended drivers records.

Please be assured that a complete list of all write-offs are being maintained and will continue to be pursued in our collections processes. We have a very aggressive collection agency that we work with that will continue their efforts in locating these defendants.

Resolution for Council:

That Council of the City of Kenora hereby approves the write off receivables list from the Provincial Offences department for the period of January 1, 2010 to December 31, 2010 in the amount of \$81,483.82.

Budget: N/A

Risk Analysis: As per the requirements in the City's ERM Policy, there is low governance risk and this would be managed by routine procedures. This is an administrative housekeeping report as POA write offs are mandated by the Ministry of the Attorney general under the MOU.

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

Strategic Plan or Other Guiding Document: The City will continue to build and strengthen our working relations

Briefing By: Heather Lajeunesse, Deputy Clerk & Provincial Offences Team Leader

Bylaw Required: No



August 21, 2017

City Council Committee Report

TO: Mayor & Council

FR: Casey Pyykka, Community Program Liaison

RE: Recreation Services Department Quarterly Report – 2017 Second Quarter

Recommendation:

THAT Council accepts the 2017 Second 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

April - June 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 **April - June 2017**.

Participant Visits by Activity

| ACTIVITY | April - June 2016 | April - June 2017 | YTD |
|-----------------------------|-------------------|-------------------|---------------|
| Lane Swim | 2487 | 1950 | 4115 |
| Tot Swim | 1390 | 740 | 2053 |
| WaterFit | 1112 | 1336 | 2291 |
| GentleFit | 576 | 519 | 868 |
| Schools | 5538 | 6903 | 11,743 |
| Public Swims | 4770 | 4684 | 12,643 |
| Family Swims | 265 | 505 | 1663 |
| Rentals | 913 | 1079 | 1742 |
| Swim Lessons | 1942 | 1340 | 2808 |
| Adult Lessons | 26 | 0 | 33 |
| Lifesaving Society Programs | 85 | 310 | 411 |
| Special Olympics | 73 | 57 | 162 |
| Kenora Swimming Sharks | 1870 | 991 | 2334 |
| Other (Special Programming) | 232 | 215 | 459 |
| Hot Tub | 4911 | 4087 | 10,319 |
| Pool Totals | 26,250 | 24,716 | 53,634 |
| Walking Track | 1989 | 1750 | 5176 |
| Open Ice | 7 | 48 | 1446 |
| Fitness Centre | 16,500 | 16,207 | 33,138 |
| Group Fitness | 1968 | 1897 | 4147 |
| Facility Total | 46,714 | 44,618 | 97,541 |

Facility Rental Hours

| Facility Booking in Hours | April - June 2016 | April - June 2017 | YTD |
|---------------------------|-------------------|-------------------|---------------|
| Thistle Rink | 137 hours | 1527.25 hours | 2793.25 hours |
| Keewatin Memorial Arena | 140.5 hours | 1488.75 hours | 2372.25 hours |
| Recreation Facility Rooms | 646.34 hours | 537 hours | 1439.75 hours |

Membership and Package Sales

| Membership Type | April – June 2016 | April – June 2017 | YTD |
|---|-------------------|-------------------|-----|
| Annual | 36 | 29 | 78 |
| Post-Secondary | 73 | 99 | 145 |
| 90 Day | 157 | 161 | 355 |
| 10 Visit Passes | 131 | 124 | 292 |
| 25 Visit Passes | 367 | 265 | 621 |
| Instructional Program 10 and 25 Visit Passes | 34 | 41 | 78 |
| Personal Training | 18 | 13 | 25 |

Parking Revenue

| Parking Duration | April – June 2016 | April – June 2017 |
|------------------|-------------------|-------------------|
| Seasonal (\$390) | 4 | 9 |
| Month (\$130) | 9 | 1 |
| Week (\$35) | 36 | 47 |
| Overnight (\$7) | 462 | 428 |

Ball Diamond Rentals

| Ball Diamond Bookings in Hours | April – June 2016 | April – June 2017 |
|---|-------------------|-------------------|
| Kenora Recreation Centre | 308.5 hours | 362.5 hours |
| Millennium Park (A&W) | 116.5 hours | 152.5 |
| Kenora Central Park | 110.5 hours | 87 hours |
| Portage Bay (Keewatin) | 146 hours | 133.5 hours |
| Co-Op Ball Diamonds (Jaffray Melick) | 259.5 hours | 212.5 hours |
| Total | 941 hours | 948 hours |

Special Events

| | |
|---|-------------------------|
| North American First Nations Tournament | Screen For Life |
| LOW Girls Hockey Banquet | LOW Boys Hockey Banquet |
| Home & Leisure Show | OPP Bike Rodeo |
| Dog Show | Safe Grad |
| Staff Appreciation BBQ | |

Partnered Events

| | |
|---|---|
| Health Care Recruiter – Doctor Locum packages | The Alzheimer Society – Taste of Kenora |
| Canadian Mental Health – Ride don't Hide | OPP Golf Tournament |
| Fit Nish Day Camp – Sport Conditioning for Indigenous Youth | Cloverbelt Local Food Co-op Space |
| Headstart in Business – PD Day camps | |

Programs / Activities

| | | | |
|--|---|--|------------------|
| April Fitness Classes | 23 group fitness classes | | |
| April – June – Water Safety Instructor | 8 participants | | |
| April – June – School Swim Lessons | 580 participants | | |
| April 5 th – Swim to Survive | 14 participants | | |
| April 11 th – Spring Swim Registration | Swim & Play: 4 participants Red Cross Swim Lessons T/TH: 97 participants Red Cross Swim Lessons Sun: 35 participants | | |
| May Fitness Classes | 22 group fitness classes | | |
| May 14 th – Mother’s Day | Bring your mom to the Recreation Centre for Free | | |
| May 15 th – 20 th | Bring a Friend to Group Fitness class for Free | | |
| May 24 th – June 14 th : Welcome to Wellness Workshop | <table style="border: none;"> <tr> <td style="border: none;"> May 24th – Benefits of Essential Oil May 31st – Nutrition June 7th – Hula Hooping June 14th – Money Coach </td> <td style="border: none; vertical-align: middle; text-align: center;"> } 6 participants </td> </tr> </table> | May 24 th – Benefits of Essential Oil May 31 st – Nutrition June 7 th – Hula Hooping June 14 th – Money Coach | } 6 participants |
| May 24 th – Benefits of Essential Oil May 31 st – Nutrition June 7 th – Hula Hooping June 14 th – Money Coach | } 6 participants | | |
| May 24 th – Late Spring Swim Registration | Swim & Play: 1 participant Red Cross Swim Lessons T/TH: 24 participants National Lifeguard Recert: 8 participants Water Safety Instructor Recert: 2 participants Safeguard: 4 participants Standard First Aid: 6 participants | | |
| May 26 th – 10k/10hr Community Challenge | Balloon Pop – win a prize of 10 visits to the KRC Raised - \$240 | | |
| June Fitness Classes | 21 group fitness classes | | |
| June 3rd – National Health & Fitness Day | Free drop in | | |
| P.A. Day Activities – June 9 th | \$3 Family Swim \$3 Public Swim | | |
| June 15 th – School Visit | Evergreen tour of facility, gym & pool | | |
| June 28 th – End of the year FREE swim | 83 people attended | | |

Staff Training

| | |
|--|---|
| April 9 th – Lifesaving Instructors | Completed: Cameron Chambers, Megan Eisler, Tyler Wilwand, Adler Grienke |
| April 10 th – Cultural Sensitivity | Attended: Val Mongrain, Shalene Haney, Heidi Smith, Cam Chambers, Tyler Wilwand |
| April 11 th – Audio Attendance | Attended: Casey Pyykka & Aaron Eisler |

| | |
|--|---|
| April 12 th – Webinar | Attended: Casey Pyykka & Aaron Eisler |
| Lifesaving Society Area Chair Annual General Meeting | Attended: Casey Pyykka |
| April 21 st – Red Cross Water Safety Instructor | Attended: Olivia Friesne – Kroeker, Sarayah Garrow, Adler Grienke, Jonah Grienke, Alex Illman, Brooklyn Snow, Jessica Therrien, Micalie Wells |
| April 27 th - Webinar | Attended: Casey Pyykka & Aaron Eisler |
| May – CPO Training | Attended: Mike Pavey & Ricky Neufeld |
| May – New Staff Training | Attended: Steve Novak |
| May 10 th – New Staff Training | Attended: William Alcock |
| May 27 th – Water Safety Instructor Trainer Recertification | Attended: Casey Pyykka, Jenn Spencer & Darby Spicer |
| June 19 th – New Day Camp Staff Training | Attended: Shae-Lynne Johnson & Jordelle Collum |
| June 26 th – National Lifeguard Recertification | Attended: Jenn Spencer, Darby Spicer & Cameron Chambers |
| June 27 th – Water Safety Instructor Recertification | Attended: Hannah Hulagrocki, |

Aquatic Centre

The Aquatic Centre has shown an increase in the School Lesson program. During this quarter, 430 participants enrolled and partook in the Red Cross Swim Lessons. The Aquatic Centre is moving towards innovative ways to offer new swim programs and fitness programs. This planning and implementation will be demonstrated in the next quarter.

The end of the quarter the aquatic center offered Swim to Survive courses to our neighboring communities and provide rental space for end of the year swims to the schools. Staff continued to keep up with qualifications with participating in recertification for National Lifeguard and Water Safety Instructor. During this quarter 8 student staff completed their Red Cross Water Safety Instructor Course.

Staff are empowered at the aquatic center to implement and participate in in-service training to help advance instructing and guarding skills.

Fitness Centre

The Fitness Centre continues to look for new and innovative programs for our community. The Fitness Centre has done promotions to bring new customers into the facility by offering a "Bring a Friend to a Group Fitness Class" for a week and participating in the National Fitness Day which reached 171 participants.

The Fitness Centre also partnered with other organization within the community and offered a 4 week workshop and helped promote a camp for indigenous youth to help them train for their summer games this summer.

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 partnered with Tania Cameron to run a full day workshop to indigenous youth participating in the North American Indigenous Games this summer in Toronto. The youth participated in youth condition, yoga, WaterFit and had keynote speakers at the Kenora Recreation Centre. In return the Kenora Recreation Centre offered a 50% discount on youth drop in rate for those participating in order to help them train for their event.

The Kenora Recreation Centre has also sponsored events by donating prizes in our community. We are also acting in aiding the Health Care Recruiter in supplying informational packages and passes to the facility for locum doctors coming into our community. The Recreation Centre donated space for the Cloverbelt local food Co-op and helped with the Mental Health Ride Don't Hide event.

The Kenora Recreation Centre has met with Symco to acquire estimate of refrigeration plant requirements for moving towards twinning the Kenora Recreation Centre.

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:

- Installed all new panic hardware on crash door on East double exit door in the arena
- Installed new safety railings at Keewatin Memorial Arena (donated by Halley's Camp)
- Removed ice in both Kenora Recreation Centre & the Keewatin Memorial Arena
- Used new grater system to improve the small baseball diamond at the Kenora Recreation Centre
- Opened up all outdoor facilities
- Parking lot clean up
- Boiler failure and repair in Keewatin Memorial Arena
- Installed LED lighting and Astro foil in Keewatin Memorial Arena
- Tendered and awarded the West Dressing room floors
- Multiple Variable air volume activators in air handling unit system in Kenora Recreation Centre
- Symco compressor rebuild to #1 in Keewatin Memorial Arena
- Pre start in preparation for July ice in Keewatin Memorial Arena
- Started plant in Keewatin Memorial Arena

Maintenance operators prepped for the pool shut down for the summer.

- Drained all pools
- Cleared out equipment
- Met with contractors to discuss timeline and process

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 Aquatic Centre has offered advanced courses this quarter that had improved qualifications and to promote more programs. Four staff took a course to become Lifesaving Society Instructors. Also, four advanced Water Safety Instructor Trainers recertified their certificates with the Red Cross.

Pool staff have implemented a plan to participate in weekly training and to practice skills and help improve instructional programs.

The Kenora Recreation Centre was approved a grant through the Ontario Sport and Recreation Communities fund program to purchase twelve AquaMats. This will help improve our water fitness program and provide new innovative fitness classes. The news of this grant was well received by the public and reached 4,010 individuals on our media page.



August 28, 2017

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

Agenda Item Title:

Sector Partnership Planning Grant Agreement

Background Information:

The Ministry of Advanced Education and Skills Development had funding opportunities available under the sector partnership planning grant for 2017 which the City applied under. The funding is for the identification of labour gaps and creation of a strategy to address needs in Kenora's hospitality sector. Kenora's hospitality sector has been identified as a fit for the program given its current workforce challenges and its importance to tourism development and the City's rebranding initiative. Moreover, the Northwest Training Adjustment Board (NTAB) and Kenora Hospitality Alliance (KHA) have indicated their interest in being involved in the project.

The term of the contract is for a period of August 28, 2017 to December 12, 2017.

Resolution for Council:

That Council gives three readings to a by-law to authorize the execution of an agreement between the Minister of Advanced Education and Skills Development and the City of Kenora for the purpose of a funding agreement for a sector partnership planning grant; and further

That the Mayor and Clerk be authorized to execute the agreement for this purpose.

Budget: The Ministry will fund projects up to a maximum of \$50,000. Contributions from the lead applicant and partners are negotiable and can consist of cash and/or in-kind contributions.

Risk Analysis: The risk is low as this is funding from the provincial government that assists the municipality with additional funding for presence in our community of police officers.

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

Strategic Plan or Other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 1-2 The City will forge strong, dynamic working relationships with the Kenora business community
- 1-7 The City will lobby senior government for additional supports for local industry and business in relation to ongoing workforce development.
- 1-11 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

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



August 29, 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:

- August 24 – Lake of the Woods Museum Board; and

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

- June 20 & 27 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



August 24, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

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 July.

Resolution for Council:

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

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.

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

July 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 July 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:

- Jul 4th
- Jul 10th
- Jul 17th
- Jul 24th
- Jul 31st

All samples tested were within the allowable parameters.

2.3 Maintenance

- Installed new turbidimeter on filter #2.
- Cleaned screw feed on fluoride feeder.
- Installed maintenance kit in leaking solenoid in extractor cabinet.
- Plumbed new pump #2 in Pine Portage Booster.
- Repaired caustic leak in chemical feed room.
- Worked with contractor in calibration of transmitters.

2.4 Training

No training took place in the month of July.

2.5 Water Quality Complaints

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

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

- July 13 - Repaired shut off valve at: 428 Coney Island.
- July 17 - Dug and repaired water service leak at: 438 Mellick Avenue.
- July 18 - Dug and repaired water service valve at: 106 Mikado Avenue.
- July 28 - Dug and replaced curb stop at: 811 Third Street Keewatin.

3.1.2. Wastewater Collection

- July1 - Rodded plugged sewer at: 411 Third Street South.
- July5 - Rodded plugged sewer at: 204 Matheson Street North.
- July7 - Rodded plugged sewer at: 37 Cambrian Drive.
- July 8 - Televised sewer at: 100 Regina Avenue.
- July 12 - Televised and rodded plugged sewer at: 129 Fourth Street North.
- July 16 - Replaced grinder pump at: 30 Birchwood Crescent.
- July 18 - Replaced grinder pump at: 1476 Airport Road.
 - Rodded plugged sewer at: 9 Mascott Avenue.
- July 19 - Rodded plugged sewer at: 102 Mascott Avenue.
- July 20 - Rodded plugged sewer at: 932 Park Street.
 - Dug and repaired grinder pump at: 30 Birchwood Crescent.
- July 23 - Rodded plugged sewer at: 426 Third Street South.
- July 27- Rodded plugged sewer at: 433 Third Street South.
- July 29 - Replaced grinder pump at: 3 Birchwood Road.
- July 31- Dug and repaired collapsed sewer main at: 19 Seventh Street South.
 - Rodded plugged sewer at: 612 First Street South.

3.1.3. **Water Thaws:**

| | July 2016 | July 2017 |
|---------|-----------|-----------|
| City | 0 | 0 |
| Private | 0 | 0 |

3.2 Training

- July 11 – Jim Bell got his Class II Certifications on water distribution and wastewater collection.
- July 14 – Bill Dixon got his Class I Certifications on water distribution and wastewater collection.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2017

Date and Location:

- July 17th – Six residents on Mellick Avenue and four residents on Barsky’s Crescent.

3.5 Other Information

- Terry Hansen joined the Division as the new Water Meter Reader.

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

- Total BOD (biological oxygen demand) Raw Sewage: 99 [mg/L]
- Total BOD Final Effluent: 14.7 [mg/L] - limit is 25 [mg/L].
- Total Suspended Solids Raw Sewage: 116 [mg/ L]
- Total Suspended Solids Final Effluent: 8.23 [mg/ L] - limit is 25 [mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on July 5, 13, 19 and 26th, 2017 - Results: Organisms/100 ml

- Geometric Means from samples in July: 10 organisms/100mL.

- b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, since all four weekly samples collected on bacti count came with < 10 numbers/100 mL the final calculation gives the monthly geometric mean as <10 organisms / 100 mL. It thus indicates that 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 well within the limit of 200 organisms/100 mL. Plant reduction of BOD is 85% and the Plant reduction of suspended solids is 93%.

4.3 Maintenance

- 4.3.1. Sludge Press maintenance [clean and grease].
- 4.3.2. Replaced electric motor for exhaust fan in 500 Building.
- 4.3.3. Maintain water bleeders within Plant to increase effluent flow.
- 4.3.4. Replace timer on blower #4 in 500 Building.
- 4.3.5. Maintenance conducted at 100 Building.
- 4.3.6. Replaced belt on heat exchanger in 500 Building.
- 4.3.7. Replaced incandescent lights in both clarifiers with LED lights.
- 4.3.8. Replaced grease nipples on grit and grease removal area in 100 Building.
- 4.3.9. Replaced hot water tank in 500 Building.
- 4.3.10. Replaced polymer valve on north Dewatering Press [700 Building].
- 4.3.11. Lakeside annual calibration of Parshall flume, V-notch, and magmeter for C of A.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.
- 4.4.2 Chain saw safety training.

4.5 Other Information

July 5th, 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 |
|--|-----------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|--------------|
| Influent Flow | | | | | | | | | | | | | | |
| Total Influent Flow | m ³ /month | 205252 | 193432 | 199260 | 183423 | 188239 | 196243 | 205621 | | | | | | 1371470 |
| Maximum Daily Influent Flow | m ³ /day | 7382 | 8055 | 7160 | 7163 | 7281 | 7263 | 7920 | | | | | | 52224 |
| Minimum Daily Influent Flow | m ³ /day | 5892 | 5904 | 5414 | 5005 | 4968 | 5566 | 5141 | | | | | | 37890 |
| Average Daily Influent Flow | m ³ /day | 6621 | 6908 | 6428 | 6114 | 6072 | 6541 | 6633 | | | | | | 45317 |
| Maximum Daily Instantaneous Influent Flow | m ³ /day | 18803 | 18133 | 17996 | 17979 | 18506 | 18133 | 18333 | | | | | | 127883 |
| Effluent Flow | | | | | | | | | | | | | | |
| Total Effluent Flow | m ³ /month | 189408 | 178185 | 182723 | 169724 | 174511 | 181759 | 189567 | | | | | | 1265877 |
| Maximum Daily Effluent Flow | m ³ /day | 6757 | 7575 | 6725 | 6659 | 6864 | 6699 | 7096 | | | | | | 48375 |
| Minimum Daily Effluent Flow | m ³ /day | 5494 | 5593 | 4888 | 4487 | 4491 | 5112 | 4895 | | | | | | 34960 |
| Average Daily Effluent Flow | m ³ /day | 6110 | 6364 | 5894 | 5657 | 5629 | 6059 | 6115 | | | | | | 41828 |
| Plant Meter Reading | m ³ /month | 4929 | 4212 | 4405 | 4319 | 4400 | 4394 | 3411 | | | | | | |
| Compensated Total Effluent Flow | m ³ /month | 184479 | 173973 | 178318 | 165405 | 170111 | 177365 | 186156 | | | | | | 1235807 |
| Samples | | | | | | | | | | | | | | |
| Weekly Bacteriological | | | | | | | | | | | | | | |
| Number of Raw Samples Taken | | 5 | 4 | 4 | 4 | 5 | 4 | 5 | | | | | | 31 |
| Number of Treated Samples Taken | | 5 | 4 | 4 | 4 | 5 | 4 | 5 | | | | | | 31 |
| Number of Distribution Samples Taken | | 30 | 24 | 24 | 24 | 30 | 24 | 30 | | | | | | 186 |
| Boil Water Advisory Bacteriological | | | | | | | | | | | | | | |
| Number Taken | | 8 | 3 | 12 | 6 | 0 | 0 | 4 | | | | | | 33 |
| WTP Callouts | | | | | | | | | | | | | | |
| | | 3 | 6 | 6 | 7 | 5 | 18 | 10 | | | | | | 55 |
| Water Thaws | | | | | | | | | | | | | | |
| | City | 1 | 1 | 0 | 0 | 0 | 0 | 0 | | | | | | 2 |
| | Private | 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | 2 |
| | Total | 3 | 1 | 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 | | | | | | 1,219,549 |
| Maximum Daily Influent Flow | m ³ /day | 6,612 | 12,043 | 9,490 | 8,388 | 8,751 | 4,715 | 9,793 | | | | | | 59,792 |
| Minimum Daily Influent Flow | m ³ /day | 4,857 | 4,957 | 5,220 | 6,519 | 3,928 | 3,270 | 3,358 | | | | | | 32,109 |
| Average Daily Influent Flow | m ³ /day | 5,633 | 6,136 | 6,271 | 7,105 | 5,814 | 3,833 | 5,494 | | | | | | 40,286 |
| <u>Effluent Flow</u> | | | | | | | | | | | | | | |
| Total Effluent Flow | m ³ /mon. | 173,624 | 168,693 | 187,955 | 199,955 | 168,496 | 113,844 | 167,581 | | | | | | 1,180,148 |
| Average Daily Flow | m ³ /day | 5,601 | 6,025 | 6,063 | 6,665 | 5,435 | 3,795 | 5,406 | | | | | | 38,990 |
| <u>Samples</u> | | | | | | | | | | | | | | |
| Weekly Bacteriological --ALS Labs | | 4 | 4 | 5 | 4 | 5 | 4 | 4 | | | | | | 30 |
| Number of Raw Samples Taken | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | 7 |
| Number of Treated Samples Taken | | 4 | 4 | 5 | 4 | 5 | 4 | 4 | | | | | | 30 |
| Geometric Means (Bacti Samples) | | 30.8 | 11.9 | 10 | 31.24 | 10 | 0 | 10 | | | | | | 104 |
| Sludge Hauled to Landfill | m ³ /mon | 228 | 251 | 239 | 171 | 239 | 103 | 91 | | | | | | 1,322 |
| <u>Callouts</u> | | | | | | | | | | | | | | |
| | | 0 | 0 | 0 | 2 | 1 | 11 | 3 | | | | | | 17 |

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

October 2, 2017

As Wrongful Conviction Day

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 September, 2017



His Worship Mayor David S. Canfield





PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

October 10, 2017

As “World Mental Health Day”

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 September, 2017

David Canfield

His Worship Mayor David S. Canfield





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

Occupational Therapy Month October 2017

Whereas the Canadian Association of Occupational Therapists and the Ontario Society of Occupational Therapists have declared the month of October 2017 to be known as National Occupational Therapy Month; and

Whereas the profession of occupational therapy, a regulated health profession over 5,000 strong in Ontario, is concerned with promoting health and well-being through occupation; and

Whereas the services of occupational therapy enable people of all ages and abilities to participate in the activities which give meaning and purpose to their lives by working to overcome obstacles that present involvement in life's occupations; and

Whereas the health and well-being of all Ontarians is dependent on access to occupational therapy services in Kenora, in community agencies, hospitals, long-term care homes, rehabilitation centres and clinics, Family Health Teams and other primary care agencies, schools, social agencies, industry or private practice;

Now Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby proclaim October 2017 as **National Occupational Therapy Month** in and for the City of Kenora and call upon all citizens to recognize the achievements and contributions of these valued health professionals.

Proclaimed at the City of Kenora this 12th day of September, 2017

Mayor David S. Canfield