



**MINUTES**  
**SPECIAL COMMITTEE OF THE WHOLE**  
**Tuesday, March 20, 2018**  
**10:00 a.m.**  
**City Hall Council Chambers**

**Present:** Mayor D. Canfield  
Councillor M. Goss  
Councillor R. McMillan  
Councillor D. Reynard  
Councillor L. Roussin  
Councillor S. Smith

**Regrets:** Councillor C. Wasacase

**Staff:** Karen Brown, CAO, Heather Lajeunesse, Deputy Clerk, Jeff Hawley, Manager of Operations & Infrastructure, Bimal Paudel, Water & Wastewater Division Lead, Mukesh Pokharel, Environmental Division Lead, Charlotte Edie, Treasurer, Jonathon Ranger, Budgets/Special Projects Officer

**Call Meeting to order – Mayor Canfield**

Mayor Canfield called the meeting to order at 10:00 a.m.

**Public Notices**

Take Notice that as required under Notice By-law #144-2007, Council intends to adopt the following items at this Special Meeting of Council:

N/A

**Declaration of Pecuniary Interest & General Nature thereof**

- i) On Today's Agenda
- ii) From a Meeting at which a Member was not in Attendance

There were none declared.

**Deputations**

None.

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**1. 2018 Budget Presentations**

## **Water & Wastewater**

Water and Wastewater Budgets were prepared and distributed to Council in advance. A new copy was distributed by Jon Ranger to Council at the meeting to reflect a change to the capitals under Wastewater System, a \$57,000 software upgrade has been added due to the pending hydro merger, as additional billing software and set up will be required.

Jon reviewed the capital budget list and questions were answered by staff for Council. There is an increase to \$750,000 for the Wastewater Collection Program which also relates to the increase to \$750,000 for the Water Main Program under the Waterworks section. \$375,000 is budgeted for the First Street Development under Wastewater System and another \$530,000 for the project under Waterworks. Councillor Reynard inquired if the City will be able to spend the funds on this project in 2018. Jeff Hawley advised that they may look at contracting out and that engineering will be done in house for the most part. This budget for the project is for the upgrading of lines, but works hand in hand with roads for realigning the road through the mall property. \$50,000 is budgeted each year for manhole covers to reflect the cost of replacing, Karen clarified for Council that this does not cover the labour as the labour comes from the roads department. \$100,000 is budgeted annually for Sanitary Sewer CCTV as an ongoing project in conjunction with the asset management plan. The funds are set aside for CCTV work to flush and clean lines to see what needs to be repaired in future and to come up with plans.

Under Wastewater Lift Stations, \$520,000 has been budgeted for Upgrading Rabbit Lake Station. Staff advised that they would like to consider a few stations every year and there are future funds projected for this. \$125,000 is for the Installation of Flow Meters. Mayor Canfield inquired if this will have any impact on the usage to detect when large amounts of water are used, Jeff confirmed that usage of large amounts are flagged through the billing process but not instantly. \$50,000 is for the replacement of sewer pumps, the estimation is for 2 or 3 pumps per year but they have stand by pumps as well. \$35,000 is for the installation of a control panel for the Bay Street station location. Upgrading 100 main PS is a carry forward from last year, 60 percent of the project is done and there is \$134,000 left to do.

For the Wastewater Treatment Plant \$600,000 is budgeted for concrete repair works and \$25,000 for roof repair, which is a priority as the roof is leaking. \$25,000 annually for replacing worn out valves, a list is being created as valves continue to wear out year to year. Exterior door replacement of \$6,000 is a carry-over from last year as has not yet been completed. \$75,000 is budgeted for Lighting which is to upgrade to more efficient LED lighting, and seeking funding as well for the project. Gear Box Replacement at \$54,000 is also a carry-over from 2017. \$50,000 is budgeted for Work on the by-pass system as valves are not working and need to be repaired, staff are unsure of how much this will cost at this point, it could be as low as \$10,000. SCADA Upgrading and ongoing renovations for the building are slated for 2019.

For Vehicles and Equipment, staff came up with a list of what will need to be replaced and what is priority, with required replacements listed in their applicable years. \$185,000 is budgeted for a Tandem Truck in 2018. Councillor Reynard inquired how many customers the City services with the Water Tanker (replacement \$160,000 in 2022). Karen will get firm numbers and confirm the revenue for Council. Biman advised that the City is not making money by providing the service.

Under the Waterworks section, Water Main Program and First Street Development were already discussed. \$50,000 is budgeted for Valve Exercising which needs to happen, this is already being done and the program is working.

Under the Standpipe and Booster Stations section, \$25,000 is budgeted for Zone 4 VFD Replacement which needs to be done as soon as possible. Upgrading of Brinkman Road Booster Station is slated for 2019, assets are getting old so this is proactive. Standpipes Painting needs to be done every few years as per the Ministry of the Environment (\$200,000 in 2020), these will be evaluated and if they need to be painted it will be done. The insides of the tanks need to be done as well and can be evaluated with a camera, some tanks are lined and some are not, lined tanks do not need to be painted.

Under the Water Treatment Plant section, \$730,000 for the Plant Generator was from 2017 and has been pushed to 2018, the system needs upgrading as this back up system cuts in when power is lost. Valve replacement is \$25,000, the same as for Wastewater Treatment Plant. Energy Savings Lighting at \$50,000 is a carry forward from 2017 as well. \$100,000 is allocated for a Natural Gas Retrofit, much of the power being used is for heating so the intent is to switch to natural gas for this heat source.

Councillor Reynard suggested that this is the capital budget based on what we know for sure but if we are able to access funding it will be a bonus to the budget, Jeff Hawley confirmed it is, adding that some funding has been approved.

The Operating budget was reviewed. There were questions from Council regarding the staffing model and the addition of an operator position and whether or not this had been approved. Karen clarified that the operator position went into the budget two years ago and it was decided at that time not to proceed with filling until a decision was made on whether or not the City would continue to maintain grinder pumps. The organizational review had recommended three positions, one was hired immediately and dollars were put into the budget for the other two positions until a decision was made on the grinder pump issue. We have proceeded with filling the positions as a decision was made on the grinder pumps to continue to maintain and regular maintenance is required.

Councillor Reynard questioned under the 411 and 431 accounts, the sanitary system \$50,000 and water \$50,000 is an increase of 108K and what it is for. Karen explained that anticipating the hydro merger will happen this year and the billing platform will split with hydro and water, costs are anticipated to increase again in 2019 before settling.

Councillor Reynard asked if when the revenues were projected if the Coney Island water turn on/off cost were worked in. Karen indicated that they didn't think of this and there may be revenues, this will be looked into.

Councillor Reynard mentioned the condo metered watering issue is still up in the air, Jeff confirmed a report on this item will be coming forward to the next Council meeting.

There was discussion on the long term viability of the system and how critical it is. It was questioned if the city should raise monthly fees for users or if there is a way to bring more users into the system. Either more funding is needed or we need to spend the money to expand the infrastructure for long term gain. It is not sure if a business case can be built as a business plan would be needed. There is a need to explore if there are opportunities for funding for residential water and sewer services.

Councillor Reynard asked for two separate reports to come to council for the budget approval and the rate increase. Karen indicated that the water and sewer operating budget will not come forward until April but suggested today we agree informally that the capital budget is to be awarded so that staff can proceed with projects, Council agreed to the water and wastewater capital budget as presented.

## **Solid Waste**

Solid Waste Budget was prepared and distributed to Council in advance. The capital list was reviewed and staff answered any questions.

For the Transfer Facility the Purchase of a Roll Off Bin is listed for \$30,000 in 2021. There is \$50,000 for Extension of Scale Building for the design in 2018 and another \$200,000 for the project to proceed in 2019. The building is very small and it is desired to increase the size. \$150,000 a placeholder for 2022 for an Outbound Scale.

For Kenora Area Landfill \$50,000 is budgeted for Landfill Development and \$200,000 for a Fire Break/Peripheral Road at the Kenora area landfill.

For Vehicles and Equipment the list was reviewed and replacements were prioritized. Vehicles to be replaced in 2018 include the Transfer Station Loader \$230,000, Bull Dozer \$330,000 and Garbage Trailer \$130,000.

Councillor Reynard recognized an error on the Systems Funding Sheet, to be corrected by Jon.

Under the Operating Budget Councillor Reynard inquired about the increase to the Materials and Supplies budget, it was explained that there is water coming into the building and they are having to deal with it so there is an increase of \$10,000.

For costs of staffing it was indicated that the wages rates are allocated by the City. The budget is based as employees working 100 percent in the department, when staff are redeployed through other departments their time is allocated accordingly.

Karen suggested that Council agree informally to the solid waste capital budget so staff can proceed with projects. Council agreed to the capital budget as presented.

The meeting adjourned at 11:20 a.m.