



AGENDA

Regular Meeting of Council of the City of Kenora

****Note Special Committee of the Whole Meeting at 11:00 a.m. prior to Council**

Tuesday, July 17, 2018

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 2018 Operating & Capital Budget to withdraw funds from the Contingency Reserve in the amount of up to \$33,333 to offset the cost of the delivery of the Harbourfront Business Development Plan
- Declare the office held by Councillor Louis Roussin on Kenora City Council to be vacant
- Appoint Kelly Galbraith as Deputy Clerk
- Appoint Jonathan Ranger as Deputy Treasurer
- Amend the 2018 Operating Budget for the 2018 funding allocation for the Kenora Public Library from \$629,364 to \$613,001
- Amend the 2018 Operating Budget to increase the City's funding contribution towards the Museum's operating budget in the amount of \$14,394 to offset the amount of the arts centre curator wages
- Amend the 2018 Municipal Capital & Operating Budget to withdraw funds from the Water & Sewer Reserve in the amount of \$23,000 for water standpipe/booster station utilities
- Amend the 2018 Capital and Operating Budgets to withdraw funds from sidewalk reserves in the amount of \$320,000 plus applicable taxes to offset the cost of the two (2) track machines and \$22,500 to offset the cost of hiring two (2) additional seasonal operators for the remainder of the 2018 winter maintenance
- Amend the 2018 Capital Budget to withdraw funds from the Water & Sewer Reserve in the amount of \$389,000 to offset the cost of the Wastewater System purchases
- Amend the 2018 Capital to withdraw funds from the Citizens Prosperity Trust Fund to be debt financed in the amount of \$250,000 for 1/3 of the funding for the detailed design drawings and tender preparation for the Kenora Recreation Centre
- Amend the 2018 Capital and Operating Budgets to withdraw funds from City Reserves to remediate the Garrow Park Playground cover.

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 – June 19, 2018

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- A member will be appointed to the Kenora District Services Board

9. Reports from Committee of the Whole

9.1 Finance & Administration

- May Financial Statements
- Vacant & Excess Land and Vacant Unit Rebate Program
- Lake of the Woods Amateur Radio Community Foundation Application
- Budget Amendment – Lake of the Woods Museum Art Centre
- Budget Amendment – Kenora Public Library
- HR Recruitment Policy #HR-1-1
- Appointment of Deputy Clerk
- Appointment of Deputy Treasurer
- Council Vacancy

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- Budget Amendment – General Water Standpipe Booster Stations
- Budget Amendment – Waste Water Collection Program
- Traffic Amendment – Andy's Camp Road Rate of Speed
- Budget Amendment - Maintenance Standards for Sidewalks

9.4 Community & Development Services

- National Crime Prevention Strategy Funding Application
- Enabling Accessibility Funding Application
- Budget Amendment – Harbourfront Business Development Plan
- Scott Island Zoning Bylaw Amendment
- Request to Remove Restrictive Covenant
- Request to Exempt Lands from Part Lot Control – Kings Landing
- Budget Amendment - Garrow Park Playground Cover
- Budget Amendment - Kenora Recreation Centre Twinning

10. Housekeeping Resolutions

- Docking Bylaw Amendment
- Contract Execution with MCL for Dufresne Island Parking
- Kenora Fire 2nd Quarter Report
- Temporary Parking West Bay Road
- Deeming Bylaw – Green Land Purchase
- Various Minutes
- Water & Wastewater Monthly Summary – May 2018

11. Tenders

None

12. By-laws

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

- Confirmatory
- Budget Amendment – Lake of the Woods Museum Art Centre
- Budget Amendment – Kenora Public Library
- HR Recruitment Policy #HR-1-1
- Appointment of Deputy Clerk
- Appointment of Deputy Treasurer
- Budget Amendment – General Water Standpipe Booster Stations
- Budget Amendment – Waste Water Collection Program
- Traffic Amendment – Andy's Camp Road Rate of Speed
- Budget Amendment - Maintenance Standards for Sidewalks
- Budget Amendment – Harbourfront Business Development Plan
- Scott Island Zoning Bylaw Amendment
- Request to Remove Restrictive Covenant
- Request to Exempt Lands from Part Lot Control – Kings Landing
- Budget Amendment - Garrow Park Playground Cover
- Budget Amendment - Kenora Recreation Centre Twinning
- Docking Bylaw Amendment
- Contract Execution with MCL for Dufresne Island Parking
- Temporary Parking West Bay Road
- Deeming Bylaw – Green Land Purchase

13. Notices of Motion

14. Proclamations

None

15. Announcements (non-action)

16. Adjourn to a Closed Session

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization for Council to move into a Closed Session to discuss items pertaining to the following: -

- i) Education & Training Members of Council (1 matter)**
- ii) Personal Matters about an Identifiable Individual (2 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**.



Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



July 12, 2018

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

Agenda Item Title: Garrow Park Playground Remediation Budget Amendment

Background Information:

At the July 10, 2018 Committee of the Whole meeting, Council provided clear direction to administration that they wanted the Engineered Wood Fibre (EWF) at the Garrow Park Play structure removed and a budget amendment be brought forward to the July 17, 2018 Council meeting for this work.

Council directed administration that it be replaced with sand as an interim measure, with a longer term solution to be brought forward by staff based on the advice of the Accessibility Advisory Committee.

Administration's recommendation on the matter, as outlined in James Tkachyk's report dated June 22, 2018 is to keep the Engineered Wood Fibre (EWF) as it is the current standard across the province. Staff have made Council aware that sand is not an accessible ground cover and does not meet the AODA standards for accessibility. By directing staff to remove the EWF and replace it with sand, on an interim basis, Council understands that the City would be removing an accessible surface to replace it with a non-accessible surface.

Resolution for Council:

That Council hereby directs administration to remove the Engineered Wood Fibre (EWF) from the Garrow Park Play Structure; and further

That administration be directed to replace the Engineered Wood Fibre (EWF) with sand as an interim measure; and further

That administration be directed to work with the Accessibility Advisory Committee on a longer term solution based on the advice of the Committee; and further

That Council hereby approves an amendment to the City's 2018 Municipal Operating and Capital Budgets for a new project to replace the Garrow Park Play Structure Ground Cover, in the amount of \$15,000, to be funded through the City's contingency reserves; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Operating & Capital Budget at its July 17, 2018 meeting to withdraw funds from Contingency Reserves in the amount of \$15,000 to offset the cost of this work; and further

That three readings be given to a bylaw for this purpose.

Budget: \$15,000 for the removal of the EWF and replaced with sand suitable for playgrounds coming from reserves.

Risk Analysis: There is a high risk involved with this direction due to the removal of a product that meets AODA standards and replacing it with a product that is not an accessible material. With regards to the AODA and public play spaces, the relevant section under O. Reg. 191/11: Integrated Accessibility Standards states as follows:

Outdoor play spaces, accessibility in design

80.20 When constructing new or redeveloping existing play spaces that they intend to maintain, obligated organizations, other than small organizations, shall,

(a) incorporate accessibility features, such as sensory and active play components, for children and caregivers with various disabilities into the design of outdoor play spaces; and

(b) ensure that outdoor play spaces have a ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance to provide children and caregivers with various disabilities the ability to move through, in and around the outdoor play space. O. Reg. 413/12, s. 6.

The City would be considered an obligated organization. When the City had the new play structure installed, we were required under this regulation to ensure that the ground cover met the accessibility standards.

Communication Plan/Notice By-law Requirements: Public Communication plan on the direction of Council, bylaw for budget amendment

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



June 27, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Docks & Anchorages Bylaw Amendment

Background Information:

The Bay Road dock and launching ramp was included in the schedule with all other City owned docks when the Docks & Anchorages Bylaw was adopted in May 2016. It has since been determined that the City does not maintain the dock or ramp, that this is small neighbourhood ramp that the neighbourhood has maintained for the last 30 years or more. The City has provided some materials to the neighbourhood in the past to assist them but it was the neighbourhood that did the maintenance work and constructed the dock.

Upon CAO direction it was requested that the signage be removed that indicates that the ramp or dock may not be occupied over a certain period (15 mins loading/unloading) and replaced with signage that states the ramp and dock are not maintained by the City and shall be used at one's own risk.

This report is administrative to remove the Bay Road dock and launching ramp location from the Docks and Anchorages Bylaw to reflect the current arrangement.

Resolution for Council:

That Council authorizes an amendment to the City of Kenora Docks and Anchorages By-law Number 49-2016 to remove "Bay Road" City Dock & Launching Ramp from Schedule "A"; and further

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

Budget: No budget impact.

Risk Analysis: There would be a liability risk to the City if the previous signage were to remain on the dock and ramp as it implies this is a City facility, replacement of the signage to warn users and removal from the bylaw decreases this risk to the City.

Communication Plan/Notice By-law Requirements: Signage to be erected to notify users that the ramp and dock are not maintained by the City and to use at own risk

Strategic Plan or Other Guiding Document:

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

Briefing By: Heather Lajeunesse, Enforcement Division Lead/Deputy Clerk

Bylaw Required: Yes



Launch

15 Minute Load/Unload



June 26, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Contract Execution for North Dufresne Island Entrance

Background Information:

In April 2018, a tender was issued by Hatch Corporation on behalf of the City for the construction works of the North Dufresne Island access and parking area. Moncrief Construction Ltd was the successful bidder for these works.

It is now in order for the City to enter in to an agreement with Moncrief Construction Ltd in order to perform the construction services.

A copy of the agreement document is available via the clerk's office.

Resolution for Council:

That further to the City Council support of the construction of the Dufresne Island North Side Road Access and Parking Lot, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Moncrief Construction Ltd; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



June 29, 2018

Housekeeping Council Briefing

Agenda Item Title: 2018 Fire and Emergency Services Second Quarter Summary Report

Background Information:

The City of Kenora Fire and Emergency Services (KFES) provides Council with a summary of fire department operations, on a quarterly basis.

The purpose of the report is to provide Council with an understanding of the emergency responses, inspection activities, and fire prevention and educational programs undertaken by the CKFES personnel.

Period: April 1st, 2018 to June 30, 2018.

Emergency Responses

During this quarter, Kenora Fire and Emergency Services responded to a total of 118 emergency calls as follows:

During this Quarter fire personnel responded to the follow emergency responses:

1. Fire: 32 fires including fires in garage, apartment, outdoor wood stove fire, Matheson Street apartment fire displacing 21 residents, A and W restaurant, Front Street home, Dalles First Nation Dump Fire, Prairie Mobile Communications Tower, Mutual Aid – Longbow Lake – Reddens Store, 15 grass or forest fires, electrical and smell of smoke in home.
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 33 alarm calls including several carbon monoxide calls, fire alarm activations and 5 intentionally activated fire alarm.
3. Emergency Medical Response: 6 - With the hiring of a third ambulance shift in March 2018 there has been a noticeable decline in medical assist calls.
4. Open Air Burning Complaints: 21 - Many as a result of the three week fire ban, neighbor complaints and unauthorized burning.
5. Motor Vehicle Collisions: 14 incidents on local roads and area highways.
6. Natural Gas: 1 smell of gas in home.
7. Other: 11 calls including 2 elevator rescue, OPP assistance, vehicle glass cleanup and public inquiries.

First Nations Emergency Response Agreements

The CKFES responded to two emergency calls at Dalles First Nation for garbage dump fires. We continue to work with our First Nation partners on fire safety and fire prevention activities.

Fire Inspections

The CKFES continues to be proactive in administering the Ontario Fire Code through our Fire Inspection Program, completing 17 fire code inspections and several consultations during this quarter. CKFES are working closely with building owners in becoming compliant to the Ontario Fire Code.

Vulnerable Occupancy Program

In Ontario, owners of a care homes, care and treatment homes and retirement homes are legislated to update their Fire Safety Plan and, prepare and perform annual fire drill scenarios. These fire drills must be preapproved and monitored by the Chief Fire Official.

The City of Kenora has four care and treatment homes that meet these requirements. The CKFES works closely with them to ensure they meet their annual legislated requirements.

During this quarter Henessy Terrace Care Home was inspected and successfully performed their annual fire drill scenario, removing all residents to a safe location in 5 minutes and 13 seconds.

Fire Prevention and Life Safety Education Program

The City of Kenora Fire and Emergency Services provides fire prevention and life safety education program to our City partners through the distribution of Fire Safety pamphlets, school and adult education programs, reviewing and approving Fire Safety Plans and working closely with local media in delivering timely fire safety training.

During this quarter, fire personnel have completed the following:

1. Fire Safety Plan Approvals: 5 including KACL homes and local rental suites.
2. Hall Tours: 4 tours including Kizhik School Jr. Kindergarten, and family tours.
3. Northwestern Health Unit – Safe Communities Monthly meetings,
4. Lakeside Block Party – prevention and pumper truck demonstration
5. Valley View School on two occasions Junior Kindergarten and Grade 1 fire safety presentation.
6. Evergreen School City Grade 1 and 2, fire safety presentation and truck tours.
7. Teddy Bear Picnic – prevention and truck tours.
8. Tim Hortons Camp Day
9. Safe Grad 2018 – June 21 over 240 in attendance.
10. Bullex Fire Extinguisher Training – local businesses.
11. Emergency Preparedness Week - Be Prepared – 72 hour kit
12. Communications Specialist: CKFES has partnered with our Communications Specialist in getting fire safety messages out to our employees through, inter office email, televisions throughout the city and the Cities Facebook page. This process is proving to be very effective in delivering fire safety messaging out to City staff. This quarter featured Fire Ban and Restricted Fire Zone, Fire Works Safety, CO Alarm in your Camper, Open Air Burning By-Law, Planning a backyard fire or camp fire this weekend?, new Sutphen aerial truck, BBQ Safety CO-OP student presentations and Questions Often Asked to the Fire Department.
13. CKFES continues to utilize our FACEBOOK page for fire safety information, messaging and fire department information.

The CKFES continues to work closely with our internal and external partners in delivering a comprehensive fire prevention, inspection and emergency response program.

Firefighter Training

1. Search and Rescue
2. Emergency First Responder Training
3. CPR Training
4. Emergency Scene Size up and Incident Command
5. MNRF SP 103 Wildland Fire Certification – Theory and Practical
6. Pumper Operations

7. Home Station training
8. Sutphen Aerial Platform 2 day training session for career staff including City mechanics maintenance training.
9. Aerial Truck training for all firefighters.

Regional Training Centre – Recruit Training

Kenora Fire and Emergency Services continues to be a leader in our area in training and developing firefighters. As part of our annual recruit program Kenora offers a weekend NFPA Level 1 Regional Fire Fighter Training program for new recruits Attendance from Sioux Narrows/Nestor Falls, Ear Falls, Minaki and McKenzie Clearwater Fire Departments. Red Lake Fire Chief Walter Scarrow also attended to observe our program. Kenora Fire will continue to develop a Regional Training Centre and further firefighter training opportunities for all departments in the area.

Fire Inspector Certification

The City of Kenora Fire and Emergency Services firefighter are working on obtaining their Fire Code Inspectors certification. Having NFPA trained inspectors to enforce the Ontario Fire Code inspection will enhance the current fire inspection and enforcement program. KFES now has eight certified inspectors, having completed the 6 courses offered by the Ontario Fire College. Results of the training have already been observed with better understanding of the Ontario Fire Code, Building Code, related acts and legislation. This will increase the effectiveness of our inspection program. With special permission, Building Inspector Kevin Robertson has attended many of the course increasing his knowledge of eth Fire Code and the relationship to the Building Code. This has been a great opportunity in building the relationship between the Fire and Building departments.

1. Legislation 101 – April 2018 Completed
2. Fire Code Part 9 – May 2018 Completed

Other

1. Monthly Chief Fire Officer Meetings
2. Monthly Health and Safety Meetings
3. Firefighters volunteered their time for the Safe Grad 2018
4. Chief attended the Northern Ontario Fire Training Advisory monthly conference calls.
5. Fire Con Board of Directors conference calls.
6. Sutphen Fire Trucks – Columbus, Ohio final aerial truck inspection.
7. As Zone 10A representative, Chief participated in monthly Provincial Advisory Committee (PAC) conference calls through the Ontario Fire Association of Fire Chiefs.
8. Chief attended Monthly Safe Communities Kenora meetings at the Northwestern Health Unit.
9. Community Safety Night Planning Committee attendance.
10. Annual truck safety inspections and safeties.
11. Monthly Kenora Safe Grad Committee meetings.

Firefighter Recruitment and Retirement

Four new recruits have been hired and completed their weekend recruit training April. The new recruits are working hard on further training and will be assigned to fire stations in July. A further hire is planned for fall 2018.

Resolution for Council:

That Council hereby accepts the 2018 Second Quarter Report from the Kenora Fire and Emergency Services Department for the period of April 1 to June 30, 2018.

Briefing By: Todd Skene, Fire & Emergency Services Manager

Bylaw Required: No



July 12, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Temporary Parking Zone for Diamonds & Ice

Background Information:

Through a deputation to Council on July 10, 2018, Triple Play Kenora requested that in preparation for Diamonds & Ice, additional free parking is required on the south side (east bound lane) of West Bay Road from the start of Rockcliffe Road to Ottawa Street to provide a more convenient location for patrons and spectators of the Diamonds & Ice event to park.

It is noted that there is currently free parking permitted further down West Bay Road, after Rockcliffe Road, however it would be ideal to provide additional parking for this particular event. The City of Kenora’s Communication Team will release a Public Service Announcement advising the Public of this temporary By-law amendment, informing them of the permissible and impermissible areas to which they are able to park during this event/time. As per Council’s direction at the July 2018 Committee of the Whole, anyone parking within the no parking / tow away zones will be towed.

It is further recommended that the parking zone be “temporary” starting August 2, 2018 and removed by end of day August 6, 2018.

Resolution for Council:

That Council give three readings to a by-law to amend City of Kenora Traffic Regulation By-law No. 180-2015 to include the following amendment to Schedule “B” – No Parking – Tow Away Zones:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> SIDE	<u>Column 4</u> TIME
Delete: West Bay Rd	From Ottawa St to Rockcliffe Rd	South	Anytime

That this amendment be implemented on “a temporary basis only” for the period starting Thursday August 2, 2018 to and including Monday August 6, 2018 to cover the duration of the Diamonds & Ice event taking place at Portage Bay Ball Diamonds and Keewatin Memorial Arena.

Budget: N/A

Risk Analysis: There is no risk associated with this amendment to the Traffic By-law.

Communication Plan/Notice By-law Requirements: Resolution and By-law required. Distribution: J. Hawley, M. Vogrig, K. Koralalage, H. Lajeunesse, H. Kasprick, K. Holder, By-Law Enforcement.




Strategic Plan or Other Guiding Document: 2-4 The City will act as the catalyst for continuous improvements to the public realm.

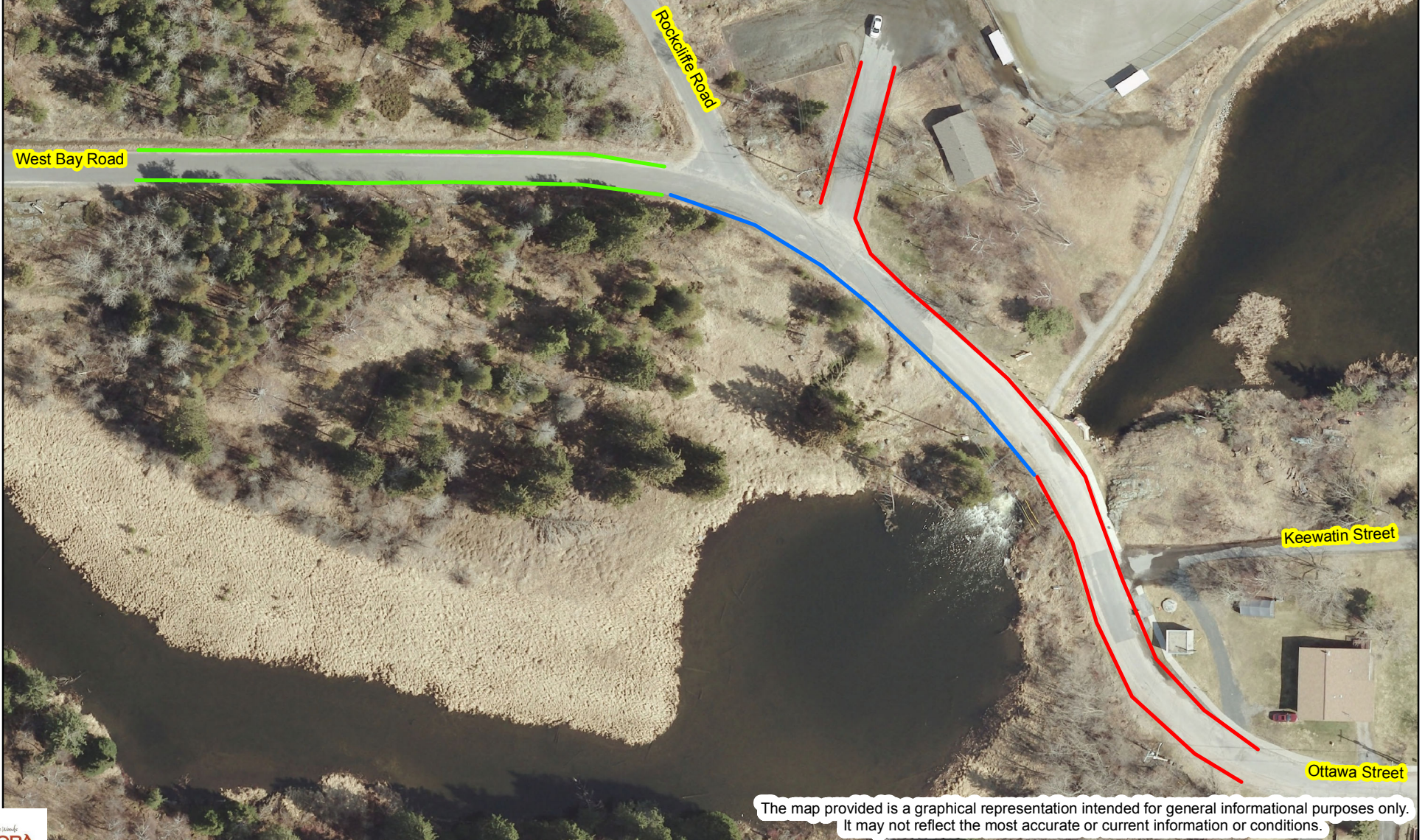
Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: Yes



Temporary Parking Zone Map

-  NO PARKING/TOW AWAY ZONE
-  Existing Permitted Parking
-  Proposed Temporary Parking Zone from August 2nd - 8th



The map provided is a graphical representation intended for general informational purposes only. It may not reflect the most accurate or current information or conditions.

July 10, 2018

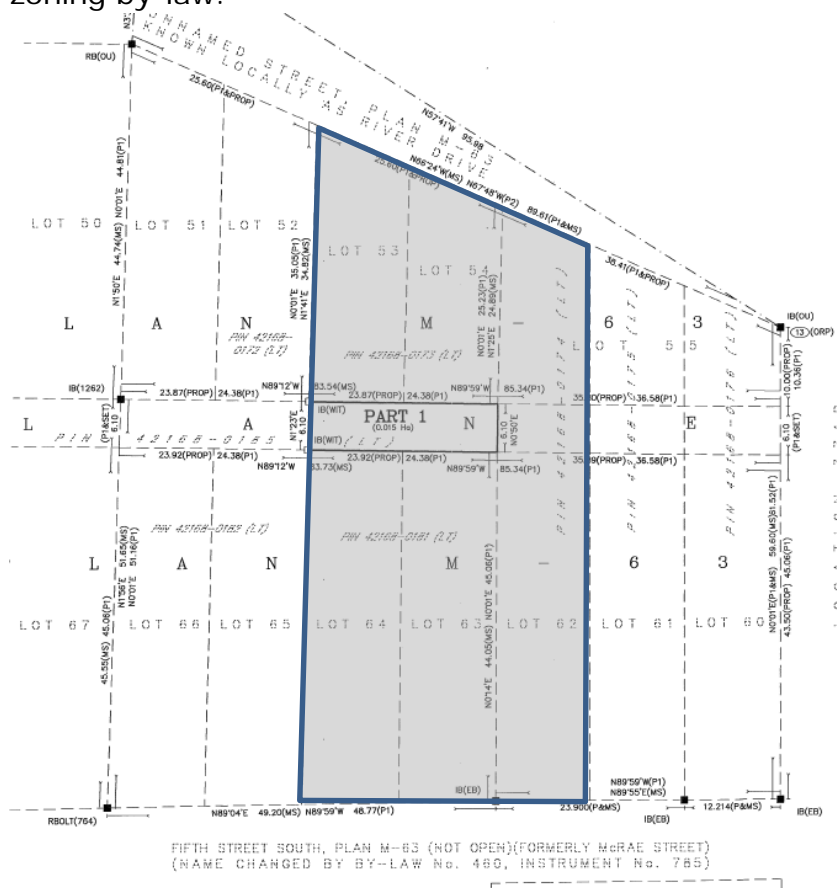
Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Sale of lands legally described as Part 1, Plan 23R-14558 to Owen Green – Requirement for Deeming By-law

Background Information: In November 2017, Council authorized an agreement with Owen Green for the sale of an unopened road allowance described as Part 1 of Plan 22R-14558.

A stipulation of the agreement was that upon transfer, the new PIN would be merged with abutting lands in order to achieve compliance with minimum lot size provisions as per the zoning by-law.



The City's solicitor has advised that since the goal of the applicant is to add this piece of land their other lands, which will then be severed into new lots, registration of a merger agreement would cause an undue complication.

The City's solicitor advises that a by-law to deem the lands to not be lands on plan of subdivision would have the same effect, whereby eight (8) existing individual parcels owned by Owen Green would become one (1) with Part 1, being the unopened road allowance. The process for consent to sever could then begin to create lots that would be ready for residential development in accordance with the Zoning By-law.

Resolution for Council:

That Council City of Kenora gives three readings to a bylaw to designate certain lands not to be a registered plan of subdivision for the purposes of the Planning Act; and further

That all the lands contained within the boundaries of Lots 53, 54, 55, 60, 61, 62, 63 and 64, on Registered Plan of Subdivision M-63, in the City of Kenora, be deemed not to be lands described in accordance with a registered plan of subdivision for the purposes of Section 50(4) of the Planning Act, RSO 1990.

Budget: No impact to the City, since fees are collected in accordance with the Tariff of Fees By-law for application processing, legal fees and otherwise

Risk Analysis: low risk, public consultation and communication have already ensued

Communication Plan/Notice By-law Requirements: Finance, Community and Development Services, Filing

Strategic Plan or Other Guiding Document:

This project supports the City of Kenora's Vision 20/20 Strategic Plan's priority to Build Our Foundations and further supports potential future development. For example:

2-6 The City will support the development of a diverse range of housing types with an emphasis on affordable options for families, seniors and individuals in need of transitional and emergency housing

2-7 The City will encourage and support the development of vacant and transitional lands for uses that support our vision

Briefing By: Devon McCloskey, City Planner

Bylaw Required: Yes



June 27, 2018

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:

- March 28 – Kenora Public Library Board
- May 24 – Lake of the Woods Museum Board
- June 7 – Environmental Advisory Committee
- June 13 – Heritage Kenora Committee; and

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

- March 8 – Kenora District Services Board
- April 26 – Northwestern Health Unit Board of Health
- April 26 – District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



July 3, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: May 2018 Water & Wastewater Systems Monthly Summary Report

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 2018 Water and Wastewater Systems Monthly Summary Report for May.

Resolution for Council:

That Council of the City of Kenora hereby accepts the May 2018 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**

May 2018

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 May 2018 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:

- May 7th
- May 14th
- May 22nd
- May 28th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Inspected and recorded video of intake structure.
- Assisted electrician in replacement of VFD at Zone 4 booster.
- Repaired caustics leak in downstairs hallway.
- Replaced leaking diaphragm on #1 ammonium sulphate pump.
- Replaced leaking caustic valves at discharge pressure gauge and under catwalk.

2.4 Training

- Three operators attended the WWOTC Equipment Preventative maintenance course, and four operators attended the WWOTC Distribution system: Protect Your Water from Source to Tap course.

2.5 Water Quality Complaints

- There was one customer complaint in May. Resident complained of rotten egg smell in water. Operator attended residence and no smell was noticeable. Chlorine residual was 1.52 mg/L which is adequate and normal for this area. A bacti sample will be taken at the residence later in June when the resident is next available on a sampling day.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- DWSP quarterly sampling was conducted.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- May 2 - Dug and repaired water service leak at: 517 Second Street South.
- May 3 - Dug and repaired watermain/water service at: 504 Eleventh Street North.
- May 9-11 – Dug and repaired watermain break at: 133 Fourth Street North.
- May 15-17 – Dug and repaired watermain break at: 305 Mikado Avenue.
- May 28 – Dug and repaired water service leak at: the Cemetery across the intersection of Houghton Road and Valley Drive.

3.1.2. Wastewater Collection

- May 1 – Replaced Grinder Pump at: 356 Rabbit Lake Road.
- May 5 – Replaced Grinder Pump at: 28 Birchwood Crescent.
- May 7 – Rodded and televised plugged sewer at: 632 Seventh Avenue South.
- May 8 – Rodded plugged sewer at: 128 Minto Crescent.
- May 9 – Replaced Grinder pump at: 20 Birchwood Crescent.
- May 14 – Rodded plugged sewer at: 903 Park Street.
- May 15 – Rodded plugged sewer at: 524 First Avenue South.
- May 20 – Flushed to clear the plugged sewer at: 409 Veterans Drive.
- May 29 – Dug and repaired sewer service at: 1122 Valley Drive.

3.1.3. **Water Thaws:**

	May 2017	May 2018
City	0	0
Private	0	0

3.2 Training

- May 3 – Biman Paudel attended OSPE’s 6 hours training on “Asset Management 101: The Case for Asset Management Course” in Kenora.
- May 16-17 – Ray Lindquist attended two day Ground Force Training Inc’s course on CVOR.
- May 22 - 23 – All the staff attended WWOTC’s one day course on “Equipment Preventative Maintenance”.
- May 24-25 - All the staff attended WWOTC’s one day course on “The Distribution System – Protect Your Water from Source to Tap”.

3.3 Water Quality Complaints

There was one (1) customer complaint reported to the Water Treatment Plant for the month of May. See item 2.5 for more details.

3.4 Boil Water Advisory(s) - 2018

Date and Location:

- May 1– Summer Service Anicinabe Park.
- May 8 – Summer Services on Coney Island, Keewatin West, Sultana Avenue and Mikado Avenue.
- May 10 – Twelve residents on Fourth Street North, and two residents on Main Street North.
- May 16 – Four residents on Mikado Avenue, Two residents on Trojan Street and one resident on Twelfth Street North.

3.5 Other Information

- There is no additional information to report for the month of May.

4.0 Wastewater Treatment Plant

4.1 Monthly Flows & Operating Data – See Schedule “B”

4.2 Samples

4.2.1. **Monthly - Complete Analyses of Treated Effluent and Raw Sewage Samples sent out on May 22, 2018 - Results:**

- a. Total BOD (biological oxygen demand) Raw Sewage: 105 [mg/L]
- b. Total BOD Final Effluent: 13.9 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 128 [mg/ L]
- d. Total Suspended Solids Final Effluent: 5.2 [mg/ L] - limit is 25 [mg/L]

- 4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on May 1, 8, 15, 22, 29 2018 - Results: Organisms/100 ml
 - a. Geometric Means from samples in May: 10 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 10 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant reduction of BOD is 87% and the Plant reduction of suspended solids is 96%.

4.3 Maintenance

- 4.3.1 Sludge press maintenance (clean and grease).
- 4.3.2. Installed safety chains on two chain bag on hoists, 700 building.
- 4.3.3. Replaced belt on exhaust fan, 500 building.
- 4.3.4. Replaced valve gasket kit on the air compressor, 700 building.
- 4.3.5. 100 building maintenance (clean and grease).
- 4.3.6. Replaced airline on South sludge dewatering press, 700 building.
- 4.3.7. Clean chlorine contact chamber on west clarifier.
- 4.3.8. Polymer pumps maintenance, 700 building.

4.4 Training

- 4.4.1 GPS demonstration / fob training.
- 4.4.2 Equipment preventative maintenance.

4.5 Other Information

- 4.5.1 Jeff Hawley attended the Health & Safety inspection on May 2, 2018.
- 4.5.2 Brian Alcock received his Class OIT License on Wastewater Treatment Plant.

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	278,964	222,648	200,250	2,241,239
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	16,611	8,371	6,923	109,637
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	7,017	6,718	5,921	57,763
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	8,998	7,422	6,460	73,482
<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	265,909	214,868	196,144	2,171,106
Average Daily Flow	m ³ /day	5,601	6,025	6,063	6,665	5,435	3,795	5,406	2,806	7,323	8,577	7,162	6,327	71,185
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		4	4	5	4	5	4	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	5	4	4	5	4	4	5	4	52
Geometric Means (Bacti Samples)		30.8	11.9	10	31.24	10	0	10	10	191	10	42.77	10	368
Sludge Hauled to Landfill	m ³ /mon	228	251	239	171	239	103	91	57	182.4	239.4	216.6	193.8	2,211
<u>Callouts</u>														
		0	0	0	2	1	11	3	3	10	7	3	1	41