



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, May 22, 2018
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor Smith

3. Public Information Notices

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at today's meeting:

- Formally adopt the 2018 Business Improvement Board Levy
- Amend the Tariff of Fees and Charges By-Law Number 'Schedule D' to adopt Multi-Unit Buildings single water meter charge
- Amend the Municipal Water Supply and Provision of Sanitary Sewage Services bylaw
- Amend the 2018 Capital Budget in the amount of \$51,000.25 to reflect the allocation of the Main Street Revitalization Initiative Funding for the Wayfinding Part II budget
- Amend the 2018 Capital Budget to increase the Coney Island Boardwalk rehabilitation project total cost to \$117,141.76, representing an increase in the budgeted cost of \$27,141.24
- Amend the Tariff of Fees and Charges By-Law Number 'Schedule B' to adopt Lake of the Woods Seniors Softball League rates
- Authorize a land swap with Waasegiizhig Nanaandawe'Iyewigamig in the area of Chipman Street and First Street South
- Council intends to formally adopt the 2018 Municipal Operating Budget
- Council intends to set tax ratios and tax rates for 2018
- Amend the 2018 Capital Budget in the amount of \$52,000 to be funded through the storm sewer reserves for completing an emergency replacement of the large diameter storm sewer outfall at the Harbourfront shoreline

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 – April 17, 2018
- Special Council – May 4, 2018

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

- Budget Amendment – Emergency Replacement Large Diameter Storm Sewer Outfall at Harbourfront

8. Appointments

- Appointment to the Mergeco Hydro Board

9. Reports from Committee of the Whole

9.1 Finance & Administration

- Q1 Investments
- BIZ Levy Request
- 2018 Q1 Contracts
- Tax Appeal under Section 357
- Enabling Accessibility Fund Grant Application
- Strategic Asset Management Policy & Climate Change Adaptation & Resilience Study
- Human Resources Policy – Business Travel Seminar Conferences
- Human Resources Policy – Exit Interview
- Human Resources Policy – Non Union Overtime
- Human Resources Policy – Learning & Development
- Human Resources Policy – Anniversary, Retirement, Recognition
- Human Resources Policy – Professional Affiliation Fees Reimbursement
- Human Resources Policy – Recruitment
- Human Resources Policy – Tuition Fees Reimbursement

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- Multi-Unit Single Meter Charge – Tariff of Fees & Charges

9.4 Community & Development Services

- Enabling Affordable Housing Action Plan
- Budget Amendment - Main St Revitalization Initiative Funding to Wayfinding Program
- Assumption of Roads/Lanes/Highways
- Coney Island Boardwalk Budget Amendment
- Kenora Rotary Club Request for Funds for Splash Park
- Tariff of Fees & Charges -Lake of the Woods Softball Field Rates
- D14-18-04 Zoning Amendment – 100 Kelly Road
- D14-18-03 Zoning Amendment – 1731 Railway Street

10. Housekeeping Resolutions

- Land Swap with WNHAC
- Agreement with Moncrief Construction for Norlen, Bay Street Overpass and Darlington Bay Bridge Repair Contract Administration - Agreement
- Agreement with Stantec Consulting for Norlen, Bay Street Overpass and Darlington Bay Bridge Repair Contract Administration – Agreement
- Agreement with WSP Canada Inc. for the Detailed Visual Bridge and Structure Inspections

- Agreement with the Ministry of Transportation for the construction of the Dufresne Island North Side Road Access and Parking Lot
- Agreement with Ontario Trillium Foundation for the fully accessible outdoor splash park project
- Land purchase Agreement by Cody Allen Brown
- Summer Student Bylaw Enforcement Officer Appointment
- Agreement with Tourism Northern Ontario for the provision of wayfinding signage
- Various Committee Minutes
- Water & Sanitary Sewage bylaw Administrative Amendments
- Water & Wastewater Systems Monthly Report March 2018
- Adopt the 2018 Operating Budget
- Establish the 2018 Tax Ratios and Rates

11. Tenders

- None

12. By-laws

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

- Confirmatory
- Human Resources Policy – Business Travel Seminar Conferences
- Human Resources Policy – Exit Interview
- Human Resources Policy – Non Union Overtime
- Human Resources Policy – Learning & Development
- Human Resources Policy – Anniversary, Retirement, Recognition
- Human Resources Policy – Professional Affiliation Fees Reimbursement
- Human Resources Policy – Recruitment
- Human Resources Policy – Tuition Fees Reimbursement
- Strategic Asset Management Policy # CS-6-2
- Multi-Unit Single Meter Charge – Tariff of Fees & Charges
- Budget Amendment - Main St Revitalization Initiative Funding to Wayfinding Program
- Assumption of Roads/Lanes/Highways
- Coney Island Boardwalk Budget Amendment
- Tariff of Fees & Charges - Lake of the Woods Softball Field Rates
- D14-18-04 Zoning Amendment – 100 Kelly Road
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- Land Swap with WNHAC
- Agreement with Moncrief Construction for Norlen, Bay Street Overpass and Darlington Bay Bridge Repair Contract Administration - Agreement
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- Agreement with WSP Canada Inc. for the Detailed Visual Bridge and Structure Inspections
- Agreement with the Ministry of Transportation for the construction of the Dufresne Island North Side Road Access and Parking Lot
- Agreement with Ontario Trillium Foundation for the fully accessible outdoor splash park project
- Land purchase Agreement by Cody Allen Brown
- Summer Student Bylaw Enforcement Officer Appointment
- Agreement with Tourism Northern Ontario for the provision of wayfinding signage
- Adopt a new Water & Sanitary Sewage bylaw – Admin Amendments
- Budget Amendment -Replacement of Large Diameter Storm Sewer Outfall-Harbourfront
- Adopt the 2018 Operating Budget
- Establish the 2018 Tax Ratios and Rates

13. Notices of Motion

14. Proclamations

- Senior's Month

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) Disposition of Land (1 matter)**
- ii) Education & Training Members of Council (2 matters)**
- iii) Client Solicitor Privilege (1 matter)**

17. Adjourn Meeting

Information on Voting by Mayor & Council under The Municipal Act, 2001

243. Except as otherwise provided, **every member** of a council shall have **one** vote;

245. Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;

246. (1) If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;

(2) A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote**.



May 17, 2018

City Council Committee Report

To: Mayor & Council

Fr: Marco Vogrig, Municipal Engineer

Re: Emergency Replacement of Large Diameter Storm Sewer Outfall - Harbourfront

Recommendation:

That Council hereby approves a re-allocation of \$52,000 to be funded through the storm sewer reserves for completing an emergency replacement of the large diameter storm sewer outfall at the Harbourfront shoreline; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Capital Budget at its May 22nd, 2018 meeting for this purpose; and further

That Council give three readings to a by-law to amend the 2018 capital budget for this purpose.

Background:

The large 1200 mm diameter storm main outfall has failed near the docking slip for the MS Kenora along the shoreline of the Harbourfront. This will require an emergency replacement of the end of the pipe in order to prevent potential failure of the shoreline and boardwalk in that area, and the probable rupture of the MS Kenora sewage pump line that is also buried at this location.

A request for quotation was sent to Moncrief Construction Ltd and Titan Contractors. Titan provided the low bid at \$44,600 HST extra, and it is recommended that \$52,000 be withdrawn from the storm sewer reserve to cover the quoted cost, taxes and a contingency allowance if required.

The work has commenced to mitigate the failure of the shoreline and board walk for public safety purposes, but also to take advantage of current low lake levels in addition to the benefit of performing this work prior to the tourist season while maintaining sewage service to the MS Kenora.

Treasury has estimated there to be \$254,000 in the storm sewer reserves and these funds are available to cover the cost of this emergency work.

Budget: Storm sewer reserves of \$52,000 in 2018

Risk Analysis: As per the requirements in the City's ERM Policy, there is a moderate operational (infrastructure) risk and senior management have been informed. The risk will be mitigated by allocating contingency funds for the project to have it completed in a timely fashion.

Communication Plan/Notice By-law Requirements:

Notice required to be placed on Committee Agenda, Minutes and subsequent Council Agenda/Minutes.

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.

Lake of the Woods
KENORA



NORTH AMERICA'S
Premier
BOATING DESTINATION

Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



May 8, 2018

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

Agenda Item Title: Agreement of Purchase and Sale between the Corporation of the City of Kenora and Waasegiizhig Nanaandawe'Iyewigamig

Background Information:

Since February 2016, at the direction of Council, City Staff have undergone extensive negotiations to acquire lands along Park Street and Chipman Street, as a strategic opportunity to guide the City's short and long term goals. The Agreement of Purchase and Sale between the Corporation of the City of Kenora and Waasegiizhig Nanaandawe'Iyewigamig for a land swap is the final transaction as part of this larger project which will build upon the foundations of the Harbourtown Centre, to support the potential future development within our downtown.

The land transaction agreement has already been executed by the CAO under authority of the land delegation bylaw. The intent of this report and resolution is to attach the signed agreement to a City Bylaw.

Resolution for Council:

That Waasegiizhig Nanaandawe'Iyewigamig has agreed to sell and transfer to the Corporation of the City of Kenora property described as PIN 42164-0170; Lot 290-291, PL 25 Des Pts 6 & 7, 23R-14508; City of Kenora, for the sum of \$125,000.00 plus HST; and further

That the Corporation of the City of Kenora has agreed to sell and transfer to the Waasegiizhig Nanaandawe'Iyewigamig property described as Part PIN 42164-0140; Pt Blk B, PL 344 Des Pt 3, 23R-14508; City of Kenora, for the sum of \$125,000.00 plus HST; and further

That the Corporation of the City of Kenora and Waasegiizhig Nanaandawe'Iyewigamig undertake to pay for related costs including legal fees, survey fees, and any other disbursements related to the acquisition of the above-noted lands; and further

That Council gives three readings to a bylaw to execute the agreement between the Corporation of the City of Kenora and Waasegiizhig Nanaandawe'Iyewigamig.

Budget: Purchase price PIN 42164-0170: \$125,000.00, Sale Price PIN 42164-0140: \$125,000.00. Budgeted Items, Legal Services

Risk Analysis: As per the requirements of the City's ERM policy, there would be a moderate risk if the land swap is not completed. This project is an example of a positive improvement to the public realm; the transaction shall supporting continued revitalization of our downtown, providing efficient infrastructure and beautification to make the area more attractive for business investment, and to create an open, accessible and vibrant public realm for all.

Communication Plan/Notice By-law Requirements: Community & Development Services - Planning, Economic Development; Operations and Infrastructure- Engineer, GIS Technician; and Corporate Services- Treasurer

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;

2.4 The City will act as the catalyst for continuous improvements to the public realm;

City of Kenora Official Plan 2015 – Harbourtown Centre policies with respect to parking.



April 27, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Norlen, Bay Street Overpass and Darlington Bay Bridge Repair – Moncrief Construction Agreement

Background Information:

City Council has accepted a tender from Moncrief Construction Ltd for repair works to Norlen, Bay Street Overpass and Darlington Bay Bridge. It is now in order for the City to enter into an agreement with Moncrief Construction Ltd. to perform these works.

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

Resolution for Council:

That further to Council accepting the tender of Moncrief Construction Ltd related to the Norlen, Bay Street Overpass and Darlington Bay Bridge Repair, 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 to complete these works; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



April 27, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Norlen, Bay Street Overpass and Darlington Bay Bridge Repair Contract Administration - Agreement

Background Information:

City Council has accepted a bid from Moncrief Construction Ltd for repair works to Norlen, Bay Street Overpass and Darlington Bay Bridge. City administration has secured Stantec Consulting Ltd via a purchase order for contract administration and inspection consulting services in regards to these works. It is now in order for the City to enter into an agreement with Stantec Consulting Ltd. to perform these services.

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

Resolution for Council:

That further to Council accepting the proposal of Moncrief Construction Ltd related to the Norlen, Bay Street Overpass and Darlington Bay Bridge Repair, authorization is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Stantec Consulting Ltd to provide contract administration and inspection services for these works; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



April 17, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Detailed Visual Bridge and Structure Inspections

Background Information:

City administration has accepted a proposal for Detailed Visual Bridge and Structure Inspections and has secured WSP Canada Inc. via a purchase order 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 WSP Canada Inc. to perform the detailed visual bridge and structure inspections.

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

Resolution for Council:

That further to the City administration accepting the proposal of WSP Canada Inc. related to the Detailed Visual Bridge and Structure Inspections, authorization is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and WSP Canada Inc.; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



May 4, 2018

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: MTO Agreement for North Dufresne Island Entrance

Background Information:

In 2017, Council passed a motion to approve support of the Dufresne Island North Side Road Access and Parking Lot project. Due to the access's location on the north side of Provincial Highway 17A, an agreement with the Ontario Ministry of Transportation is necessary in order to move forward with construction. It is now in order for the City to enter into an agreement with the Ontario Ministry of Transportation in order to conduct these works.

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

Resolution for Council:

That further to Councils support of the construction of the Dufresne Island North Side Road Access and Parking Lot, authorization be hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and the Ontario Ministry of Transportation prior to construction; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



May 1, 2018

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

Agenda Item Title:

Ontario Trillium Foundation Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and the Ontario Trillium Foundation to build a fully accessible outdoor splash park in the amount of \$150,000. The agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Ontario Trillium Foundation to proceed with the fully accessible outdoor splash park project; and further

That the Treasurer be authorized to execute this agreement.

Budget: The entire project is to be funded by donations with no anticipated costs to the City.

Risk Analysis:

There is a low level of financial risk given that the project is to be fully funded from donations received by the Rotary Club.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Charlotte Edie

Bylaw Required: Yes



May 7, 2018

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

Agenda Item Title: Private Road Agreement – Private road agreement between Cody Allen Brown and the Corporation of the City of Kenora.

Background Information:

On April 18, 2017, the subject lands, received provisional consent under Section 53 of the *Planning Act*, for the creation of four (4) lots, zoned BSL[36]- Black Sturgeon Lake Restricted Development Zone, with an exception to Section 3.13.5 of the Kenora zoning by-law 101-2015 to increase the 'frontage to depth ratio' from 1:5 to 1:7, per by-law 24-2017.

Although each lot created has legal access off of the municipally maintained Coker Road; the subject lands contain two ridges of exposed bedrock that run in a north south alignment, seasonal streams and wetlands that create challenges for access, and costly development of private driveways into each proposed new lot. The owner, Cody Allen Brown undertakes to make available and convey rights-of-way for the private road and required access driveways for the purpose of creating a private registered easement and right-of-way for ingress and egress to each subdivided part that requires such certainty of access.

Section 3.8 and 8.11.5 of the City of Kenora Official Plan (2015) states that Development on private roads shall generally be discouraged, but may be permitted in exceptional circumstances. In these cases, land division may be permitted subject to such conditions set out in a Private Roads Agreement with the City.

The draft private road agreement was circulated to internal departments on April 11th, 2018 for comments; those comments received have been included in the final agreement for authorization.

Resolution for Council:

That Council give three readings to authorize the agreement between Cody Allen Brown owner of PIN 42134 – 0177 being part of the South part of Lot 7, Con 3 Melick designated as Pt 3, 23R5651 in the City of Kenora, in the District of Kenora, more particularly described in Schedule "A" attached; and further

That legal access to the owner's land shall be by means of a private right-of-way described in Schedule "A" (the "Private Road"); and further

That all associated legal fees be the responsibility of Cody Allen Brown; and further

That the appropriate bylaw be passed for this purpose.

Budget: That all associated legal fees be the responsibility of Cody Allen Brown.

Communication Plan/Notice By-law Requirements:

Community and Development Services, Operations, City Planner, Agent, Filing

Strategic Plan or other Guiding Documents:

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.

2-6 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: Melissa Shaw, Planning Assistant

Bylaw Required: yes



May 11, 2017

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

Agenda Item Title: Appointment of Summer Student Bylaw Enforcement Officer

Background Information:

Our bylaw enforcement officer summer student will be returning this summer focusing on parking and docking.

Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw. This report is to appoint our returning summer student, Alexis Briggs for the duration of May 22, 2018 to August 31, 2018.

Resolution for Council:

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

That this appointment is hereby authorized for the period of May 22, 2018 to August 31, 2018.

Budget: included in the 2018 operating budget

Risk Analysis:

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

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: administrative only

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



May 1, 2018

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

Agenda Item Title: Tourism Northern Ontario–Partnership Memorandum of Understanding

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Tourism Northern Ontario for the provision of further implementation of the wayfinding program for the term of April 23, 2018 – March 1, 2019 in the amount of \$70,000. The agreement is now ready for execution by bylaw.

Partner funding has been negotiated to support continued implementation of the wayfinding project. Specifically, the funding from Tourism Northern Ontario will support district gateway signage into the Harbourtown Centre.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Tourism Northern Ontario for the provision of wayfinding signage; and further

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

Budget: Total project cost is \$70,000 including HST. The City of Kenora contribution is \$23,333 and has been approved in the 2018 capital budget. Tourism Northern Ontario will be managing the invoicing and procurement of services in the delivery of the initiative.

Risk Analysis:

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

Communication Plan/Notice By-law Requirements: None

Strategic Plan or Other Guiding Document:

- 1-2 The City will forge strong, dynamic working relationships with the Kenora business community;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm;
- 3-4 The City will embrace the importance of empowering staff to make decisions that consistently demonstrate our commitment to making prompt, efficient and courteous customer service to our residents.

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

Bylaw Required: Yes



May 8, 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:

- April 5 & May 3 – Environmental Advisory Committee
- April 26 – Lake of the Woods Museum Board; and

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

- February 20, March 27 & April 10 – Planning Advisory Committee
- March 1 & April 5 - District of Kenora Home for the Aged Board of Management
- March 8 – Kenora Police Services Board
- March 23 – Northwestern Health Unit Board of Health; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



May 1, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Water and Sanitary Sewage By-law Amendment

Background Information:

In 2017, Council adopted By-law Number 78-2017. It is now time to amend the By-law to incorporate the following additions:

- Individual meter charges for Apartments consisting of four (4) or more dwelling units, Condos, Life Leases, 55 Plus and similar use buildings;
- Under Definitions, properties without an easement that have water and sewer lines crossing private property and serving two (2) or more homes, shall be considered a sanitary main and/or water main.
- Under Grinder Pumps due to typos and erroneous placement, corrections and redistribution of information within the By-law, as relates to sections twelve (12) through fifteen (15) inclusive, have occurred.

The Department received input from the respective internal Divisions and the draft has been reviewed by legal counsel. It will now be necessary to repeal By-law #78-2017 (there are no amendments to repeal as these are the first to date).

Resolution for Council:

That Council gives three readings to adopt a new bylaw to regulate Water and Sanitary Sewage in the City of Kenora; and further

That By-law number 78-2017 and, all amendments thereto, be hereby repealed.

Budget: N/A

Risk Analysis:

There is a major financial risk (\$250K – 1M). The current By-law does not address a loss of \$403K that should have been charged all along. This loss will be mitigated with the introduction of individual meter charges for Apartments consisting of four (4) or more dwelling units, Condos, Life Leases, 55 Plus and similar use buildings.

Communication Plan/Notice By-law Requirements:

Resolution and By-law required: Jeff Hawley & Biman Paudel.

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.

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: Yes



May 1, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

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 March.

Resolution for Council:

That Council of the City of Kenora hereby accepts the March 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

March 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 March 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:

- Mar 5th
- Mar 12th
- Mar 19th
- Mar 26th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Installed backup dialer at Keewatin Standpipe.
- Replaced damaged flashing in loading bay.
- Replaced silencers on #1 and #3 vacuum blowers.
- Repaired caustic leak on #1 pump discharge.

2.4 Training

- All operators attended ESA training.

2.5 Water Quality Complaints

- There were no water quality complaints in the month of March.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- March 8-9 - Dug and repaired broken Hydrant Valve at: 478 Rabbit Lake Road.
- March 12-13 – Dug and repaired water main break at: 62 Parsons Street

3.1.2. Wastewater Collection

- March 1 - Rodded plugged sewer at: 603 Third street South.
 - Steamed sewers at: 704 Fourth Avenue South.
 - Steamed sewers at: 119 Fourth Street North.
 - Dug and repaired sewer at: 701 First Street South.
- March 3 - Rodded plugged sewer at: 25 Florence Avenue.
 - Steamed frozen sewer at: 4 Machin Drive.
- March 4 - Steamed frozen sewer at: 51 Sixth Avenue South.
- March 5 - Rodded plugged sewer at: 606 Third Street North.
 - Dug and repaired sewer at: 305 Fifth Street South.
- March 8 - Rodded plugged sewer at: 911 Valley Drive.
- March 9 - Thawed frozen sewer at: 704 Fourth Avenue South.
- March 11 - Rodded and flushed sewer at: 101 Mellick Avenue.
- March 14 - Thawed frozen sewer at: 511 Sixth Avenue South.
- March 15 - Rodded sewer at: 617 Second Street South.
- March 17 - Rodded plugged sewers at: 326 – 328 Third Street South.
 - Thawed frozen sewer at: 513 Fourth Avenue South.
 - Thawed frozen sewer at: 412 Eighth Avenue South.
- March 28 - Rodded plugged sewer at: 712 Fifth Street South.
 - Rodded plugged sewer at: 1510 Augur Street.
- March 29 - Televised sewer at: 1293 Valley Drive.
- March 31 - Rodded plugged sewer at: 425 Third Street North.

3.1.3. Water Thaws:

	March 2017	March 2018
City	0	6
Private	0	1

3.2 Training

- Feb 26th - March 1st – Biman successfully completed MOECC’s “Risk Management Official (RMO)/Risk Management Inspector (RMI)” training course.
- March 7th – With the exception of Craig and Jayson all the staff attended a ½ day session on “Electrical Safety” conducted by Electrical Safety Authority.

3.3 Water Quality Complaints

There were no water quality complaints reported to the Water Treatment Plant for the month of March.

3.4 Boil Water Advisory(s) - 2018

Date and Location:

- March 8th – Seven residents on Henry Street and customers at Rabbit Lake Trailer Park.
- March 12th – Four residents on Parsons Street and Thirteen residents on Norman Drive.

3.5 Other Information

- Rich Pernsky started as the new Water/Wastewater Operator (OIT) at the Water and Wastewater Shop and Brian Alcock joined the Wastewater Treatment Plant as a WWTP Operator (OIT).
- With MOECC’s RMO/RMI training Biman is certified as MOECC Risk Management Official/Risk Management Inspector.

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 March 21, 2018 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 117 [mg/L]
- b. Total BOD Final Effluent: 12.3 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 159 [mg/ L]
- d. Total Suspended Solids Final Effluent: 8.8 [mg/ L] - limit is 25 [mg/L]

4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on March 6, 13, 21, 27, 2018 - Results: Organisms/100 ml

- a. Geometric Means from samples in March: 26 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 26 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant reduction of BOD is 89% and the Plant reduction of suspended solids is 94%.

4.3 Maintenance

- 4.3.1. Sludge press maintenance (clean and grease).
- 4.3.2. UV maintenance Bank B (grease and lime away).
- 4.3.3. Replaced reducer in the 600 building.
- 4.3.4. Electrician exercised some switches, breakers and disconnects in the 500 building.
- 4.3.5. 100 building maintenance (clean and grease).
- 4.3.6. South screw pump failure. Electrician required to reset motor.

4.4 Training

- 4.4.1. Electrical Safety for maintenance staff.

4.5 Other Information

- 4.5.1 Health & Safety inspection March 7, 2018.
- 4.5.2 Konecrane Canada was here for inspection of the cranes.
- 4.5.3 Electrical Safety Authority was here for an inspection.

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>														
<u>Weekly Bacteriological --ALS Labs</u>		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



PROCLAMATION

By Virtue of Authority

Vested in me

I Hereby Proclaim

June 2018

As National Senior's Month

in and for the City of Kenora and request its
observance as such by our citizens.

Proclaimed at the City of Kenora

this 22nd day of May, 2018



His Worship Mayor David S. Canfield

