



AGENDA

Regular Meeting of Council of the City of Kenora

Tuesday, January 15, 2019

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:

- Council will amend the Tariff of Fees & Charges bylaw for rates outlined in the revised Schedule "C" Fire & Emergency Services
- Council intends to amend the 2019 Capital Budget to withdraw funds from the Land Planning Reserve in the amount of \$117,178.25 for the wayfinding program
- That Council declares the following City owned lands as surplus to the needs of the Municipality as the western portion of Sultana Avenue and part of Sultana Avenue

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 – September 25, 2018
- Special Council – October 31, 2018
- Inaugural Council – December 1, 2018
- Regular Council – December 18, 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 Kenora Non Profit Housing Board

9. Reports from Committee of the Whole

9.1 Administration & Finance

- November 2018 Financial Statements
- 2016 Account Write Offs
- Community Grant Applications

9.2 Fire & Emergency Services

- Fire Marque Inc Agreement
- Tariff of Fees and Charges – Fire & Emergency Services

9.3 Operations & Infrastructure

- No Reports

9.4 Community Services

- No Reports

9.5 Development Services

- Budget Amendment – Wayfinding Implementation
- Submission to Provincial Housing Supply Action Plan
- Closure of Roads & Declaration Surplus Land – Sultana Ave & Veteran's Drive

10. Housekeeping Resolutions

- Ontario Trillium Foundation Seed Grant Application
- Community Club Funding
- Kenora Fire & Emergency Services 4th Quarter Report
- Kenora Emergency Management 2018 Municipal Compliance
- Provincial Offences Red Lake Court House Lease Agreement
- Ryerson University Agreement
- Tourism Northern Ontario Agreement
- Various Committee Minutes
- Water & Wastewater Systems November 2018 Monthly Summary

11. Tenders

- None

12. By-laws

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

- Confirmatory
- Fire Marque Inc Agreement
- Tariff of Fees and Charges – Fire & Emergency Services
- Budget Amendment – Wayfinding Implementation

- Closure of Roads & Declaration Surplus Land – Sultana Ave & Veteran's Drive
- Provincial Offences Red Lake Court House Lease Agreement
- Ryerson University Agreement
- Tourism Northern Ontario Agreement

13. Notices of Motion

14. Proclamations

- Eating Disorder Awareness Week – February 1-7, 2019

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 (2 matters)
- ii) Personal Matter About an Identifiable Individual (1 matter)
- iii) Disposition of Land (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**.



Housekeeping Reports NOT attached to Committee of the Whole Agenda



January 10, 2019

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: OTF Seed Grant Application – Kenora Beekeeping Club

Background Information:

The Kenora Beekeeping Club wishes to test less popularized and non-conventional equipment and determine the feasibility of reducing the severity of winter bee mortality due to the harsh Northwestern Ontario climate. A Community Research Hive Pilot Project will allow local beekeepers and new enthusiasts to test new approaches, such as high-density flow hives, and different insulation materials to compare winter losses amongst different hive trials. In order to do so, the Club is seeking to receive a \$10,000 Seed Grant from the Ontario Trillium Foundation. Since the Club is not incorporated, they have requested that the City apply on their behalf.

Resolution for Council:

That Council hereby approves an application under the Ontario Trillium Foundation Seed Grant Program on behalf of the Kenora Beekeeping Club for the purpose of receiving funding to undertake a Community Research Hive Pilot Project.

Budget: N/A

Risk Analysis: There exists a moderate risk to partnerships in proceeding with an application under the OTF Seed Grant. This recommendation will be an opportunity to support a grassroots initiative with no financial cost to the City.

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

Strategic Plan or Other Guiding Document:

3-12 The City will recognize the importance of leveraging partnerships and work together with our Community and Strategic Partners as appropriate to implement the various strategies as developed by those organizations for the improvement of the City and our Community

Briefing By: Adam Smith, Special Projects & Research Officer

Bylaw Required: No

Date January 9, 2019

City Council Committee Report

To: Mayor & Council

Fr: Stace Gander, Community Services Manager

Re: 2019 Community Club Grants

Recommendation:

That Council hereby approves a 2019 budget allocation for \$8,000 each to Rideout and Evergreen Community Clubs as part of the 2019 community club grant allocation; and further

That administration be authorized to release the community club grants to the respective club once that club has met the requirements for receipt of the grant for 2019.

Background:

Rideout and Evergreen Community Club's Community Club Grant Applications are in the process of being gathered by the Parks & Facilities Division Lead. Once received, the applications will be reviewed to ensure that all conditions are met. If all conditions are met, clubs will receive funding in the amount of \$8,000 per club.

Budget: Included in the proposed 2019 Teams and Clubs Operating Budget

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

Strategic Plan:

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 good state of repair to ensure certainty, security and long-term stability of our systems.

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

ERM Assessment:

This recommendation represents a low financial risk. It is a grant that has been approved by Council in previous years. This grant helps supports the operating costs of community clubs and helps reinforce strong community relations.

January 2, 2019

Housekeeping Council Briefing

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

Background Information:

The City of Kenora Fire and Emergency Services (CKFES) 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: October 1st to December 31st.

Emergency Responses

Kenora Fire and Emergency Services responded to a total of 428 emergency calls in 2018 as follows:

Fire Related	15%
Alarm Activations	34%
Medical Response	13%
Motor Vehicle Collisions	15%
Burning Complaints	11%
Other Related	12%

During this quarter, Kenora Fire and Emergency Services responded to a total of 124 emergency calls as follows:

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

1. Fire: 13 fires including 3 vehicle fires, 1 cooking fire, garage fire on Beryl Winder Road, fire in the Kenora Provincial Jail, electrical and smell of smoke in home and a Third Street North garage fire on Christmas morning.
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 38 alarm calls including several carbon monoxide calls, fire alarm activations and 5 intentionally activated fire alarm.
3. Emergency Medical Response: 21
4. Open Air Burning Complaints: 8 - Many are a result of neighbor complaints and unauthorized burning during the day.
5. Motor Vehicle Collisions: 24 incidents on local roads and area highways.
6. Natural Gas: 1 smell of gas in home.
7. Other: 19 calls including 5 elevator rescue, OPP assistance, water rescue, bomb threat and hydroelectric calls.

First Nations Emergency Response Agreements

The CKFES provides fire protection services to Rat Portage First Nation and Dalles First Nation. There no emergency calls to First Nations during this quarter. 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 9 fire code inspections and several consultations during this quarter. Including Treaty Three Police, KDSB, Evergreen School and several local apartments. 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. To date Hennessey Terrace and Birchwood Home for the Aged have been completed.

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: 6 including KACL homes, Evergreen Public School, St. Thomas Aquinas High School and local rental suites.
2. Hall Tours: 3 tours including Summer Kids Camps, and family tours.
3. Northwestern Health Unit – Safe Communities Monthly meetings.
4. Safe Communities Annual Halloween BBQ at Kenora Recreation Centre.
5. Car Seat Clinics – installing car seats by certified fire department installers.
6. Keewatin Public School - fire safety presentation and truck tours.
7. Annual Christmas Parade
8. Bullex Fire Extinguisher Training – Birchwood Terrace retirement homes.
9. 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 Fall Home Safety, Safe Christmas messaging and New Year's Safety and Learn Fire Safety, Radio interviews on Fire Safety, CO Alarm in your Camper, Open Air Burning By-Law, Planning a backyard fire or camp fire this weekend Canada Day Parade.
10. Local Radio Advertisements and Interviews. Fire Safe Christmas tips and year end interview and advertising.
11. 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.

Regional Training Centre – Recruit Training

CKFES 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 all fire departments in our area. Discussions are underway with Weyerhaeuser Trust Joist mill to provide further firefighter training to their internal team.

Kenora Fire will continue to develop a Regional Training Centre and further firefighter training opportunities for all departments in the area. The 2019 Capital approval to purchase sea cans to develop Live Burn Fire Training Cells will increase our opportunities to deliver a more comprehensive training package to our team and surrounding departments.

Firefighter Training

1. Driver Training.
2. Air Management and Consumption Technique
3. Salvage and Overhaul
4. Pumper Operations
5. Hazardous Materials Awareness
6. Rapid Intervention Team Training
7. Court Room Procedures: Three full time firefighters attended Court Room procedures course as part of completing their Fire Inspector Certification.

Other

1. Monthly Chief Fire Officer Meetings
2. Monthly Health and Safety Meetings
3. Chief attended the Northern Ontario Fire Training Advisory Committee monthly conference calls.
4. Fire Con 2019 Board of Directors conference calls.
5. As Zone 10A representative, Chief participated in monthly Provincial Advisory Committee (PAC) conference calls through the Ontario Fire Association of Fire Chiefs.
6. Chief attended Monthly Safe Communities Kenora meetings at the Northwestern Health Unit.
7. Chief attended Bi-Monthly Risk Table meetings at Kenora OPP station.
8. Annual truck safety inspections.
9. Annual Pump testing for all apparatus was completed in September. During the pump testing it was discovered that the seals and impeller in Pumper 4 require replacing. Pump 4 is a 1988 International Pumper located at Station 2. The pump requires a completed rebuild costing an estimated \$20,000.00. Pump 4 is a 30 year old pumper in poor condition and the decision has been made to not repair the apparatus. The truck is currently being used for transporting of fire fighters and equipment to fires. The intension is to replace Pump 4 with a Crew Cab in the future.
10. Year End Recognition of Service Pins awarded as follows:
 - 15 years – Gary Sinclair and Scott Cameron
 - 10 Years – Kenton Ammerman and Kyle Sitar
 - 5 Years – Gavin Konoski and Todd Baker

Firefighter Recruitment and Retirement

12 applicants applied for the fall recruitment session. 6 applicants have been offered volunteer firefighter positions starting in January of 2019.

Budget: No Budget effects.

Communication Plan/Notice By-law Requirements: None

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 is consistent with Corporate Goal #2-3 and Corporate Goal #3-3

Risk Analysis: As per the City's ERM Policy, there is no risk Associated with this quarterly briefing report.

Resolution for Council:

That Council hereby accepts the 2018 Third 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

December 27, 2018

Housekeeping Council Briefing

Agenda Item Title: Kenora Emergency Management 2018 Municipal Compliance Report

Background Information:

As part of the annual compliance for our Municipal Emergency Control Group and Program Committee, the City of Kenora is required to perform regular meetings, perform public education, each member of the Emergency Control Group is required to complete four hours of annual emergency management related training and complete an annual emergency exercise.

The committee's responsibility is to guide the development, implementation and maintenance of the municipality's emergency management program including the municipal emergency response plan, public education program, training, and emergency exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

Resolution for Council:

That Council acknowledge the City of Kenora's Emergency Management Program Committee completion of all of its requirements under the Emergency Management and Civil Protection Act (EMCPA) and is compliant for 2018; and further

That Council accept the current members of the City of Kenora Municipal Control Group as the members of the Emergency program Committee the City of Kenora.

Budget: There are no budget implications associated with this report

Risk Analysis: As per the City's ERM Policy, there is high operational risk and liability risk based on municipalities are regulated through the "*Emergency Management and Civil Protection Act*" to establish an Emergency Management Program, develop an Emergency Management Plan and establish an Emergency Operations Centre (EOC) through the adoption of a bylaw.

There is a low financial risk, as finances are budgeted within the annual operations budget for the maintenance and materials for the EOC and training of designated staff.

Communication Plan/Notice By-law Requirements:

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 and transparent manner.

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

#2-1 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. Adoption of this bylaw will ensure that the City is properly protected through a maintained Emergency Management Plan and properly trained staff to initiate the plan during emergency situations.

Customer Service, #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 bylaw will allow City emergency managers to act on emergencies promptly and effectively.

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 bylaw will further enhance the relationship between the City and our surrounding municipalities.

Briefing By: Todd Skene, Manager of Fire & Emergency Services

Bylaw Required: No

December 31, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: POA Court House Lease Agreement – Red Lake

Background Information:

The Provincial Offences program is required to have courtroom facilities in Kenora and Red Lake. The previous lease agreement for court space at the Kenora Court House expired December 31, 2018 with no option to renew for another term, due to lack of available space at that facility. Kenora POA court is now being held at City Hall Council Chambers as of January 1, 2019.

The previous License Agreement for Red Lake also expired on December 31, 2018. Courtroom facilities at the Red Lake Court House are still available for Provincial Offences court in Red Lake and therefore we have exercised the option to execute another five (5) year licence agreement with the Ontario Infrastructure and Lands Corporation (OILC).

CBRE Limited acts on behalf of OILC to execute the agreement. The new License agreement for the Courtroom facilities for Red Lake has been received from CBRE Limited and reviewed. The term is for an additional five (5) year period from January 1, 2019 ending December 31, 2023. There is an option to extend the Licence for two (2) further terms of five (5) year each, as agreed to by the parties.

The Provincial Offences office is not required to hold court in the Court House itself. It is, however, required to hold court in a facility that meets the specifications as set out by the Ministry of the Attorney General (MAG). At this time, the City does not have access to regular alternative facilities in Red Lake that meet the requirements as set out by MAG and therefore the courtroom at the court house is the preferred location to hold court. On occasions when the courtroom is not available, court can alternatively be held in a conference room at the Super 8 hotel, subject to availability.

Resolution for Council:

That Council of the City of Kenora approves the License Agreements with the Ontario Infrastructure and Land Corporation (OILC) for leasing space in the Red Lake Court House Facility for the Provincial Offences Court for a five (5) year term ending December 31, 2023; and further

That Council give three readings to a By-law authorizing the License Agreement.

Budget: The cost of the agreement is included in the Provincial Offences operating budget. The cost for this location per month is \$280.00, plus applicable Sales Tax, ending December 31, 2023. There is no annual rate change for the term of the contract.

Risk Analysis: There is a high operational risk if the City does not guarantee a regular suitable court space to hold all scheduled mandated POA courts as per its MOU with the Ministry of the Attorney General.

Communication Plan/Notice By-law Requirements: License agreements will be returned to CBRE Limited for final execution.

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

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

Bylaw Required: Yes

December 20, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: MOU with Ryerson University

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Ryerson University to facilitate the delivery of the Onward Business Acceleration Program (Onward) in partnership with the Northwest Business Centre. This program will help youth build on existing foundational entrepreneurial skills, aptitudes and capacity to enable participants to achieve higher levels of growth in their new or existing business within Northwest Business Centre's catchment area. The term of this agreement will be from January 15, 2019 to March 31, 2021. 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 Ryerson University to support The Onward Business Acceleration Program;

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

Budget:

No use of the Northwest Businesses Centre's operating budget is needed.

Risk Analysis:

There is low operational risk associated with the approval of this MOU as Ryerson University is managing the project funds and providing resources for the Northwest Business Centre to access.

Communication Plan/Notice By-law Requirements:

MOU to be signed by Clerk and Mayor and circulated for signing by identified partners.

Strategic Plan or Other Guiding Document:

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

1-3 The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs.

Briefing By: Adam Smith, Special Projects and Research Officer

Bylaw Required: Yes

January 2, 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 January 2, 2019 – March 31, 2019 in the amount of \$27,000. 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. This agreement is supplementary to the Memorandum of Understanding executed earlier in 2018.

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 cost is \$27,000 including the non-refundable portion of the HST. The City of Kenora contribution is \$9,000 and has been recommended for approval as an addition to the 2019 capital budget. Tourism Northern Ontario will be managing the invoicing and procurement of services in the delivery of the initiative.

Risk Analysis:

There is a high financial risk is not executing the agreement. Additional funding is required to proceed with the preferred design for the Harbourtown Centre gateway signage.

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

Bylaw Required: Yes

December 28, 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:

- November 21 – Heritage Kenora Committee
- November 1 & December 11 – Lake of the Woods Museum Board
- September 13 & October 24 – Kenora Public Library Board

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

- October 19 – Kenora District Services Board
- October 3 - District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No

December 19, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

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 November.

Resolution for Council:

That Council of the City of Kenora hereby accepts the November 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

November 2018

Prepared by: Biman Paudel, Water & Wastewater Division Lead
Ryan Peterson, ORO, Water Treatment Plant
Darryl Wilson, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of November 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:

- Nov 5th
- Nov 13th
- Nov 19th
- Nov 26th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced resolver unit in #4 filter effluent actuator.
- Completed wiring polymer and alum pump fault alarms to PLC.
- Cleaned and disinfected polymer mix tank.

2.4 Training

- All operators attended two days of WCWC training courses; Safe Drinking Water Act and Related Regulations, and Energy Management for Drinking Water Operators.
- One operator attended the Forum North Health and Safety Conference in Thunder Bay.

2.5 Water Quality Complaints

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

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Weekly microcystin and T&O samples were collected for voluntary DWSP algal toxin monitoring program.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- November 16 –Dug and repaired watermain breaks at: 21 Florence Avenue and 18 Sewage Plant Road.
- November 20-21 – Dug and repaired water service leak at: 1 Gerald Street.
- November 23 – Dug and repaired watermain break at the intersection of Airport Road and Gerald Street.
- November 27 – Dug and repaired curb stop at: 431 Fourth Street North.
- November 29 – Dug and repaired curb stop at: 661 Ninth Street North.

3.1.2. Wastewater Collection

- November 1 – Replaced grinder pump at: 360 Rabbit Lake Road.
- November 1-2 – Dug and repaired Seventh Avenue Bridge collapsed sewer main.
- November 6 – Rodded plugged sewer at: 624 First Street South.
- November 11 – Replaced grinder pump at: 5 Ascough Drive.
- November 13 – Rodded plugged sewer at: 14 Rupert Road.
- November 20 – Rodded plugged sewer at: 400 Third Street South.
- November 26 – Rodded plugged sewer at: 808 Sixth Avenue South.
- November 28 – Replaced grinder pump at: 240 Rabbit Lake Road.
- November 29 – Televised sewer main at the intersection of First Avenue South and Seventh Street South to investigate the broken section.

3.1.3. Water Thaws:

	November 2017	November 2018
City	0	0
Private	0	0

3.2 Training

- Two employees attended a two day First Aid and CPR Course.
- All staff went through Annual Health and Safety Refresher Training.
- All staff attended two days of WCWC training courses; Safe Drinking Water Act and Related Regulations, and Energy Management for Drinking Water Operators.

3.3 Water Quality Complaints

There were no water quality complaints for the month of October.

3.4 Boil Water Advisory(s) - 2018

Date and Location:

- November 5 –Forty one (41) residents on Regina Avenue, thirty five (35) residents on Mascot Avenue, one (1) resident on Tenth Street North, two (2) residents on Dowsett Street, one (1) resident on Veterans Drive and Wastewater Treatment Plant.
- November 6 – One (1) resident on Ninth Street North, five (5) residents on Tenth Street North, three (3) residents on Twelfth Avenue North and one (1) resident on Currie Road.
- November 8 – Five (5) residents on Valley Drive and four (4) residents on Ninth Street North.
- November 16 – Four (4) residents on Florence Avenue, one (1) resident on Doner Avenue and one (1) on Sewage Plant Road.
- November 23 – Four (4) residents on Gerald Street, one (1) resident on Park Avenue, eight (8) residents on Clarence Street and one (1) resident on Airport Road.

3.5 Other Information

- Ray Lunam attended Forum North Annual Health and Safety Conference in Thunder Bay.

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 November 20, 2018 - Results:
 - a. Total BOD (biological oxygen demand) Raw Sewage: 114 [mg/L]
 - b. Total BOD Final Effluent: 6.1[mg/L] - limit is 25 [mg/L].

- c. Total Suspended Solids Raw Sewage: 135 [mg/ L]
- d. Total Suspended Solids Final Effluent: 6.1 [mg/ L] - limit is 25 [mg/L]

- 4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on November 6, 13, 20, 27 2018 - Results: Organisms/100 ml
 - a. Geometric Means from samples in November: 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 final effluent BOD was 6.1 p.p.m., and final effluent T.S.S. was 6.1 p.p.m., both well within the C of A requirements.

4.3 Maintenance

- 4.3.1. Sludge press maintenance (clean and grease) 700 Building.
- 4.3.2. UV maintenance in the 300 Building.
- 4.3.3. Electrician replaced main breaker in MCC panel in the 100 Building.
- 4.3.4. Repair leaky scum box in the West Clarifier.
- 4.3.5. Started repair on roof of the 600 Building.
- 4.3.6. Inspection of mono rails in the 500 and 700 Buildings.
- 4.3.7. SCADA System upgrade.
- 4.3.8. Bison annual fire extinguisher inspection.
- 4.3.9. Clean both scum pits for both Clarifiers.

4.4 Training

- 4.4.1. All Staff went through Annual Health and Safety Refresher Training.
- 4.4.2. Energy Management for Drinking Water Operators Training.

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on November 7th, 2018.

Water Systems Flow and Operating Data Monthly Summary Report - 2018

[illegible]

Water Systems Flow and Operating Data

Monthly Summary Report - 2017

[illegible]

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2018

[illegible]

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2017

[illegible]



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

Eating Disorder Awareness Week (EDAW) February 1st-7th 2019

WHEREAS: Eating Disorder Awareness Week will be from February 1st – 7th, 2019; and

WHEREAS: Eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability; and

WHEREAS; Stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help; and

WHEREAS; Open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation; and

WHEREAS; Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones; and

WHEREAS, Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness;

Now Therefore, I, Daniel Reynard, Mayor for the City of Kenora, do hereby proclaim February 1st-7th, 2019 as **Eating Disorder Awareness Week** in and for the City of Kenora.

Proclaimed at the City of Kenora this 15th day of January, 2019

Mayor Daniel Reynard