



**City of Kenora
Committee of the Whole of Council
Agenda**

**Tuesday, July 9, 2013
9:00 am - 1:00 pm
City Hall Council Chambers**

Pages

1. Public Information Notices

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at its July 16, 2013 meeting:-

- An amendment to Tariff of Fees By-law #120-2011 to provide for an increase in various Recreation Fees, effective September 1, 2013.

2. Declaration of Pecuniary Interest & the General Nature Thereof

On Today's Agenda or from a Meeting at which a Member was not in Attendance:

3. Confirmation of Previous Committee Minutes - Motion Required

That the Minutes from the last regular Committee of the Whole Meeting held June 18, 2013, be confirmed and filed

4. Presentations

5. Deputations

9:00 a.m. - Event Centre Committee - Update

9:15 a.m. - Environmental Advisory Committee - Annual Report

9:30 a.m. - Kenora Public Library Board - Operational Review

9:45 a.m. - Jack Pearson - Non-Profit Housing

6. Business Administration Reports

6.1	K.D.S.B. Report from Councillor Roussin	
6.2	Annual Report 2012	1 - 1
6.3	May, 2013 Financial Statements	2 - 18
6.4	Replacement on NWHU Board of Health	19 - 19
6.5	Various Committee Minutes	20 - 20

7. Community Services Reports

7.1	Recreation Fees 2013	21 - 24
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8. Economic Development Reports - No Reports

9. Emergency Services Reports - No Reports

10. Operations Reports

10.1	Coney Is., Safety Bay, Drewry Dr. - Sewer & Water Upgrades	25 - 26
10.2	Traffic By-law Amendment - Railway Street	27 - 29
10.3	Water and Sewer Cross Connections	30 - 31
10.4	Water Wastewater Systems Monthly Summary, May 2013	32 - 39

11. Other

12. Date of Next Meeting

Tuesday, August 6, 2013 at 9:00 a.m.

13. Adjourn to Property & Planning Committee Meeting



July 2, 2013

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Charlotte Edie, Treasurer

Re: 2012 Annual Report and Audited Financial Statements

Recommendation:

That Council here by approves the 2012 City of Kenora Annual Report, including the 2012 audited financial statements for the City; and further

That a copy of this report be made available for public viewing on the City's portal, as well as the front desk at City Hall.

Background:

A copy of the Annual Report and audited financial statements is attached to this report for your reference. The report is incomplete in that the Auditors' Report will not be signed until Council has formally approved the financial statements.

In 2009 there was a significant change to the City's financial statements from previous years, due to the new requirement to record Tangible Capital Assets and related amortization, with capital works no longer being expensed as performed. Under this new requirement, the City is required to record the value of all tangible assets net of amortization. As a result of this, the City's financial statements reflect a significant surplus due to the net result of the Tangible Capital Asset implementation. It should be noted that this surplus is comprised of all the accumulated surpluses and deficits of the funds, reserves and organizations that are included in the statements as well as the current amortized value of all City owned assets.

Budget:

There is no expected budget impact as a result of this report.

Communication Plan/Notice By-law Requirements:

A press release will be prepared for the annual report and statements. This press release will be distributed to Council. The annual report will be made available on the city's portal, as well as at the front desk at City Hall. In accordance with the City's requirements under the Municipal Act, extracts of the audited financial statements will also be printed in the local newspaper.

July 4, 2013



City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Lauren D'Argis

Re: May 2013 Monthly Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at May 31, 2013.

Background:

Attached, for your information, please find the preliminary May 2013 summary expenditure statements for the City of Kenora, the Council department, travel statements for Council and a schedule of user fees.

With regards to the statements attached, the following points should be brought to your attention:

Overall:

- All Departments are reporting better than budget results to the end of May.
- Expenses on employee credit cards for May have not yet been entered. The anticipated impact is just over \$25k in expenses.
- Stores purchases and aggregate stockpile purchases for May have not yet been entered. The anticipated impact of this is just over \$20k in expenses.
- Subscriptions & memberships are over-budget in the majority of the departments. This is because the expenses are incurred at the beginning of the year.
- Expenses related to insurance premiums for the first six months of the year have been entered.

Expenditures:

- At the end of May, the year is five twelfths past. Assuming that expenditures are relatively level for the year, a result of (58%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** The General Government expenditures are, as a whole, under-budget with 66% of the budget remaining. The majority of the departments are under-budget. While as a whole, Finance remains under-budget, some specific items are over-budget such as contracted services. Assessment Office Charges have already been entered for half of the year, so while they appear to be over-budget, they should match budget by the end of the year. The Rental department appears to be over-budget but the expenses are overstated because the utility recoveries have not yet been posted. The Mayor and Council, City Clerk and Human Resources departments are slightly over-budget. The Finance and the Human Resources advertising budgets are over due to the number of job advertisements that have been required. For the Mayor and Council department, of note is that donation expenses are heavily weighted to the beginning of the year and, therefore, only 26% of the budget is remaining. The Mayor & Council travel is slightly over-budget to the end of May with some having more budget remaining than others.
- **Protection** – The Protection Department is under-budget. However, of note is KPS Disbandment which shows \$7,161 of expenses against zero budget. These are the post-employment benefit expenses for which the payable has already been created. By the end of the year, an adjustment will be made that will reduce or remove this expense. The Health & Safety Committee is over-budget due to the batteries requiring replacement in eight AEDs. Employees have not yet transferred into Facilities and Property Management therefore it shows as substantially under-budget.

- **Transportation** – The Transportation Department is under-budget with 64% remaining to be spent. The largest variances are mostly explainable by seasonality. Maintenance for bridges, culverts and roads are under-budget, but this should correct itself as the maintenance season progresses. Winter control is over-budget with only 29% remaining for the year. The Barsky facility is showing over-budget primarily due to unforeseen repairs due to water damage and the premature break-down of a hot water tank. Vehicles and Equipment are also over-budget.
- **Environmental** – The Environmental Department is also under-budget with 64% of the budget remaining. The largest variances are in Kenora Sanitary with 65% remaining, the Water Treatment Plant at 66% remaining and Kenora Waterworks with 63% remaining. The expenses for Hazardous Waste Day have not yet been posted, so this line item shows 100% remaining. Some individual accounts are over-budget, but none enough to affect the entire department. While the Water Treatment Plant is under-budget as a whole, the results are buoyed by the timing of the levy charge which is later in the year. The lab testing costs for the Water Treatment Plant are already above the total annual budget. Also at the Water Treatment Plant, all of the repairs and maintenance budget for the year has been spent. However, almost none of the contracted services or materials & supplies budgets have been spent. Hauling costs for the Transfer Facility are slightly over-budget.
- **Health expenditures** – Health is slightly better than budget due primarily to the LOTW Cemetery transfer.
- **Social and Family** – Transfers match budget for the year.
- **Recreation & Cultural** – Overall Recreation & Cultural is under-budget with 61% of the year's expenses remaining. Revenues at the Rec Centre are up slightly and expenses are slightly over-budget except for training which is already over the annual budget. Budgeted expenditures on improvements to the library have not begun. Revenues at the MSFC Pool are up slightly from budget and expenses are up at the same rate.
- **Planning & Development** – Planning & Development is under-budget. Some individual line items are over-budget such as contracted services in Planning Operations that has spent 1.5 times the annual budget to the end of May due primarily to recruitment agency costs. DTR Facade Improvements have not yet begun to show expenses.

User Fees:

- Overall, user fees are falling short of the budget projections. When looking at the user fee statement, if the variance percentage is less than 58%, the City has received more revenue than budgeted. If the variance percentage is greater than 58%, the City is experiencing a shortfall on that revenue budget line.
- General Government is showing revenues slightly below budget overall with each department showing a shortfall.
- Protection user fees are running under the budgeted projection, this is due, at least in part, to the unrecorded POA revenues. OPP fees are not as strong as budget projections but the Fire Operations user fees have gained ground and are on budget to the end of May.
- Transportation user fees are meeting budget. The rental fees for the Barsky facility have not yet been entered.
- Environmental user fees are running under budget, with all areas, except Garbage Collection fees, lagging behind projections.
- Social & Family user fees are no longer expected but remain on this report to show last year's information.
- Recreation & Cultural fees are slightly better than budget to the end of May, which is due to the Rec Centre Complex, Thistle Arena and MSFC pool. As the parks and other seasonal facilities continue to show fees, the variance to budget should become even more favourable.
- Planning & Development user fees are meeting budget to date overall with Tourism having collected most of the annual budget already.

Please let me know if you have any questions, or would like to see any of the department statements in further detail.

cc: Jennifer Pyzer Whetter, BDO
 Karen Brown
 Colleen Neil
 Warren Brinkman

Rick Perchuk
 Charlotte Edie

Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
CITY OF KENORA								
General Government	3,187,071	1,083,901	(2,103,170)	(66%)	2,914,652	1,096,485	(1,818,167)	(62%)
Protection	9,504,394	2,620,971	(6,883,423)	(72%)	9,471,807	3,773,365	(5,698,442)	(60%)
Transportation	4,561,245	1,621,727	(2,939,518)	(64%)	4,562,040	1,643,707	(2,918,333)	(64%)
Environmental	6,860,067	2,444,263	(4,415,804)	(64%)	6,507,686	2,359,205	(4,148,481)	(64%)
Health	1,942,675	769,786	(1,172,889)	(60%)	1,871,197	788,021	(1,083,176)	(58%)
Social & Family	3,251,158	1,241,186	(2,009,972)	(62%)	3,539,386	1,807,796	(1,731,590)	(49%)
Recreation & Cultural	4,698,056	1,810,217	(2,887,839)	(61%)	5,058,921	1,848,084	(3,210,837)	(63%)
Planning & Development	1,433,478	378,902	(1,054,576)	(74%)	1,548,835	826,480	(722,355)	(47%)
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CITY OF KENORA	35,438,144	11,970,953	(23,467,191)	(66%)	35,474,524	14,143,143	(21,331,381)	(60%)
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Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
General Government								
Mayor and Council	327,086	139,166	(187,920)	(57%)	317,798	144,678	(173,120)	(54%)
Municipal Elections	1,272	0	(1,272)	(100%)	1,250	1,272	22	2%
Administrator's Office	511,272	131,639	(379,633)	(74%)	516,468	159,078	(357,390)	(69%)
City Clerk	289,878	126,430	(163,448)	(56%)	277,168	106,654	(170,514)	(62%)
Human Resources	389,294	170,532	(218,762)	(56%)	232,971	103,111	(129,860)	(56%)
Building & Grounds Mtnc.	311,184	38,975	(272,209)	(87%)	200,075	29,397	(170,678)	(85%)
Finance	917,134	311,847	(605,287)	(66%)	936,983	363,220	(573,763)	(61%)
Information Technology	413,449	149,397	(264,052)	(64%)	394,076	163,350	(230,726)	(59%)
Rentals	26,502	15,915	(10,587)	(40%)	37,863	25,725	(12,138)	(32%)
General Government	3,187,071	1,083,901	(2,103,170)	(66%)	2,914,652	1,096,485	(1,818,167)	(62%)

Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Protection								
Fire Operations	1,895,088	702,541	(1,192,547)	(63%)	1,904,669	685,179	(1,219,490)	(64%)
Fire Vehicles & Equipment	33,350	9,875	(23,475)	(70%)	39,000	12,428	(26,572)	(68%)
Police Commission	21,506	7,073	(14,433)	(67%)	20,075	12,705	(7,370)	(37%)
OPP	6,800,026	1,701,281	(5,098,745)	(75%)	6,834,699	2,842,539	(3,992,160)	(58%)
KPS Disbandment	0	7,161	7,161	0%	0	9,268	9,268	0%
Police Building	96,588	38,947	(57,641)	(60%)	91,918	32,771	(59,147)	(64%)
Animal Control	163,013	61,063	(101,950)	(63%)	159,123	60,002	(99,121)	(62%)
Animal Control Vehicles	15,842	5,675	(10,167)	(64%)	11,170	5,370	(5,800)	(52%)
Building Inspection	207,341	78,935	(128,406)	(62%)	213,205	72,254	(140,951)	(66%)
Building Vehicles	3,378	1,207	(2,171)	(64%)	3,207	1,105	(2,102)	(66%)
Facilities & Property Mgt	238,888	1,921	(236,967)	(99%)	141,774	28,412	(113,362)	(80%)
Facilities Veh & Equip	0	(3,875)	(3,875)	0%	0	0	0	0%
Emergency Measures	8,500	2,035	(6,465)	(76%)	11,758	2,154	(9,604)	(82%)
911 Emergency Access	8,860	997	(7,863)	(89%)	8,746	7,746	(1,000)	(11%)
Health & Safety Committee	12,014	6,134	(5,880)	(49%)	32,463	1,431	(31,032)	(96%)
Protection	9,504,394	2,620,970	(6,883,424)	(72%)	9,471,807	3,773,364	(5,698,443)	(60%)

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Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Transportation								
Roads Maintenance	774,686	296,438	(478,248)	(62%)	717,962	277,310	(440,652)	(61%)
Mainten. - Bridge/Culvert	53,750	649	(53,101)	(99%)	126,000	2,584	(123,416)	(98%)
Maintenance-Paved Roads	375,000	110,451	(264,549)	(71%)	475,594	148,309	(327,285)	(69%)
Mainten-Surface Treated	185,250	14,750	(170,500)	(92%)	139,250	21,732	(117,518)	(84%)
Maintenance - Loosetop	228,000	37,926	(190,074)	(83%)	266,250	52,616	(213,634)	(80%)
Mainten. - Winter Control	864,250	614,043	(250,207)	(29%)	825,250	536,920	(288,330)	(35%)
Mainten.-Safety Devices	247,250	59,444	(187,806)	(76%)	239,032	71,135	(167,897)	(70%)
Conventional Transit	228,614	67,154	(161,460)	(71%)	242,673	86,177	(156,496)	(64%)
Handi Transit	81,803	34,085	(47,718)	(58%)	81,803	34,085	(47,718)	(58%)
Metered Parking	197,518	66,566	(130,952)	(66%)	226,054	79,419	(146,635)	(65%)
Parking Rentals	193,603	7,903	(185,700)	(96%)	175,082	12,176	(162,906)	(93%)
Chipman St Parking Lot	1,900	1,094	(806)	(42%)	2,000	0	(2,000)	(100%)
Metered Parking Vehicles	2,600	1,543	(1,057)	(41%)	500	47	(453)	(91%)
Streetlighting	350,500	130,485	(220,015)	(63%)	330,000	107,698	(222,302)	(67%)
Docks	77,879	1,012	(76,867)	(99%)	68,625	9,098	(59,527)	(87%)
Wharfs	20,208	2,760	(17,448)	(86%)	14,440	2,693	(11,747)	(81%)
PW Barsky Facility	149,992	82,274	(67,718)	(45%)	130,068	102,563	(27,505)	(21%)
Warehouse	119,983	33,537	(86,446)	(72%)	111,205	16,336	(94,869)	(85%)
Garage & Shop	201,819	85,679	(116,140)	(58%)	196,865	83,331	(113,534)	(58%)
Vehicles & Equipment	(323,382)	(197,999)	125,383	(39%)	(329,736)	(192,499)	137,237	(42%)
Engineering	415,564	175,000	(240,564)	(58%)	411,711	148,010	(263,701)	(64%)
Operations Administration	114,458	(3,066)	(117,524)	(103%)	111,412	43,968	(67,444)	(61%)
Transportation	4,561,245	1,621,728	(2,939,517)	(64%)	4,562,040	1,643,708	(2,918,332)	(64%)

Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Environmental								
Kenora Sanitary	1,591,020	564,520	(1,026,500)	(65%)	1,460,706	583,810	(876,896)	(60%)
Sewer Lift Stations	177,500	61,127	(116,373)	(66%)	176,000	43,052	(132,948)	(76%)
Sewage Treatment Plant	912,696	343,098	(569,598)	(62%)	892,543	322,252	(570,291)	(64%)
Water & Sewer Veh. & Eq.	(19,867)	(33,752)	(13,885)	70%	(46,020)	(40,620)	5,400	(12%)
Storm Sewers	190,500	38,952	(151,548)	(80%)	207,500	52,787	(154,713)	(75%)
Kenora Waterworks	1,254,111	467,305	(786,806)	(63%)	1,187,029	458,266	(728,763)	(61%)
Water Standpipe & Booster	58,550	12,344	(46,206)	(79%)	56,900	10,388	(46,512)	(82%)
Water Treatment Plant	997,822	339,221	(658,601)	(66%)	954,734	313,103	(641,631)	(67%)
Garbage Collection	281,809	90,755	(191,054)	(68%)	285,679	92,051	(193,628)	(68%)
Hazardous Waste Day	31,900	60	(31,840)	(100%)	36,800	0	(36,800)	(100%)
Transfer Facility	858,959	319,279	(539,680)	(63%)	716,906	333,701	(383,205)	(53%)
Blue Box Collection	183,766	70,857	(112,909)	(61%)	174,446	72,769	(101,677)	(58%)
Kenora Area Landfill	248,149	72,479	(175,670)	(71%)	298,677	86,638	(212,039)	(71%)
Tri-Municipal Landfill	8,325	351	(7,974)	(96%)	10,301	3,868	(6,433)	(62%)
SW Vehicles & Equipment	(247,646)	(40,252)	207,394	(84%)	(260,523)	(89,462)	171,061	(66%)
Recycling Facility	211,592	90,475	(121,117)	(57%)	201,532	86,129	(115,403)	(57%)
4 R Initiatives	3,500	0	(3,500)	(100%)	10,000	7,273	(2,727)	(27%)
Solid Waste Supervisor	117,381	47,445	(69,936)	(60%)	144,476	23,199	(121,277)	(84%)
Environmental	6,860,067	2,444,264	(4,415,803)	(64%)	6,507,686	2,359,204	(4,148,482)	(64%)

Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Health								
Northwest Health Unit	673,746	280,728	(393,018)	(58%)	673,746	280,728	(393,018)	(58%)
Ambulance	1,170,619	487,758	(682,861)	(58%)	1,107,415	461,422	(645,993)	(58%)
Lake Woods Cemetery	97,010	0	(97,010)	(100%)	88,736	44,571	(44,165)	(50%)
St. Nich. Ukr. Cemetery	1,300	1,300	0	0%	1,300	1,300	0	0%
Health	1,942,675	769,786	(1,172,889)	(60%)	1,871,197	788,021	(1,083,176)	(58%)

Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Social & Family								
Ontario Works	431,844	179,935	(251,909)	(58%)	496,776	206,990	(289,786)	(58%)
Welfare Administration	0	715	715	0%	0	2,798	2,798	0%
Home For The Aged	1,417,970	472,657	(945,313)	(67%)	1,411,017	926,779	(484,238)	(34%)
Kenora Day Care	0	3,986	3,986	0%	230,327	101,009	(129,318)	(56%)
After School Program	0	0	0	0%	144,029	52,469	(91,560)	(64%)
Summer Day Camp	0	0	0	0%	19,638	2,085	(17,553)	(89%)
Child Care	162,723	67,801	(94,922)	(58%)	157,303	65,543	(91,760)	(58%)
Social Housing	1,238,621	516,092	(722,529)	(58%)	1,080,296	450,123	(630,173)	(58%)
Social & Family	3,251,158	1,241,186	(2,009,972)	(62%)	3,539,386	1,807,796	(1,731,590)	(49%)

Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Recreation & Culture								
Parks	314,489	92,400	(222,089)	(71%)	398,188	114,674	(283,514)	(71%)
Parks Vehicles & Equip.	20,556	5,370	(15,186)	(74%)	14,102	6,308	(7,794)	(55%)
Anicinabe Park	23,186	1,703	(21,483)	(93%)	22,811	10,681	(12,130)	(53%)
Coney Island Park	25,960	5,149	(20,811)	(80%)	49,164	23,892	(25,272)	(51%)
Norman Park	4,668	327	(4,341)	(93%)	4,668	510	(4,158)	(89%)
Harbourfront	159,217	35,922	(123,295)	(77%)	156,904	40,760	(116,144)	(74%)
Ballfields	54,000	8,833	(45,167)	(84%)	74,000	13,388	(60,612)	(82%)
KAR - Street Programs	0	45,742	45,742	0%	160,000	45,153	(114,847)	(72%)
Kenora Assem of Resoures	151,500	63,125	(88,375)	(58%)	151,500	63,125	(88,375)	(58%)
Rec. Vehicles & Equipment	23,656	7,318	(16,338)	(69%)	23,436	7,553	(15,883)	(68%)
KRC Complex	1,783,915	736,876	(1,047,039)	(59%)	1,710,916	667,323	(1,043,593)	(61%)
Thistle Arena	66,000	19,515	(46,485)	(70%)	85,450	20,014	(65,436)	(77%)
MSFC Pool	587,723	237,563	(350,160)	(60%)	618,720	213,881	(404,839)	(65%)
KRC Concession	500	0	(500)	(100%)	1,000	828	(172)	(17%)
KRC External Facilities	21,100	1,734	(19,366)	(92%)	18,100	14,360	(3,740)	(21%)
KM - Arena & Complex	276,680	101,758	(174,922)	(63%)	251,647	99,555	(152,092)	(60%)
JM Arena	34,961	16,034	(18,927)	(54%)	19,542	13,020	(6,522)	(33%)
Recreation Programs	11,500	1,253	(10,247)	(89%)	12,500	660	(11,840)	(95%)
Fitness Centre	153,878	60,437	(93,441)	(61%)	143,167	58,186	(84,981)	(59%)
Community Events	3,800	1,333	(2,467)	(65%)	4,200	1,804	(2,396)	(57%)
Teams & Clubs	24,450	27,059	2,609	11%	24,000	24,152	152	1%
Heritage Kenora Committee	4,675	34	(4,641)	(99%)	5,200	8	(5,192)	(100%)
Public Library	702,582	243,209	(459,373)	(65%)	771,588	306,848	(464,740)	(60%)
Lake Of The Wood Museum	249,060	97,525	(151,535)	(61%)	338,118	101,403	(236,715)	(70%)
Recreation & Culture	4,698,056	1,810,219	(2,887,837)	(61%)	5,058,921	1,848,086	(3,210,835)	(63%)

Report to Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Planning & Development								
Planning Operations	467,326	78,131	(389,195)	(83%)	288,048	118,452	(169,596)	(59%)
Planning Advisory Comm.	12,510	1,941	(10,569)	(84%)	12,560	3,882	(8,678)	(69%)
Business Enterprise Cent.	246,505	91,814	(154,691)	(63%)	193,935	82,139	(111,796)	(58%)
Youth Intern-Bus Ent Cent	33,505	12,667	(20,838)	(62%)	0	0	0	0%
Economic Development	118,096	46,965	(71,131)	(60%)	253,880	105,351	(148,529)	(59%)
Tourism	297,526	76,852	(220,674)	(74%)	582,514	221,945	(360,569)	(62%)
Tourism-Brand Leadership	25,000	0	(25,000)	(100%)	0	0	0	0%
Special Events	125,562	38,486	(87,076)	(69%)	217,898	86,475	(131,423)	(60%)
Development Commission	77,448	32,046	(45,402)	(59%)	0	208,235	208,235	0%
Infrastructure	30,000	0	(30,000)	(100%)	0	0	0	0%
Planning & Development	1,433,478	378,902	(1,054,576)	(74%)	1,548,835	826,479	(722,356)	(47%)

Departmental Statement

111 - Mayor and Council

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Expenses								
Wages - Canfield	33,576	13,045	(20,531)	(61%)	33,576	12,138	(21,438)	(64%)
Wages - Lunny	16,383	6,139	(10,244)	(63%)	16,383	5,667	(10,716)	(65%)
Wages - MacKay	16,383	6,800	(9,583)	(58%)	16,383	6,939	(9,444)	(58%)
Wages - Smith	16,383	6,314	(10,069)	(61%)	16,383	6,939	(9,444)	(58%)
Wages - Roussin	16,383	7,544	(8,839)	(54%)	16,383	6,549	(9,834)	(60%)
Wages - Drinkwalter	16,383	6,800	(9,583)	(58%)	16,383	6,472	(9,911)	(60%)
Wages - McMillan	16,383	5,965	(10,418)	(64%)	16,383	5,693	(10,690)	(65%)
Benefits	12,767	4,380	(8,387)	(66%)	10,760	4,441	(6,319)	(59%)
Advertising	25,055	4,230	(20,825)	(83%)	12,150	3,151	(8,999)	(74%)
Civic Functions	9,000	1,400	(7,600)	(84%)	9,750	1,154	(8,596)	(88%)
Donations	41,450	30,500	(10,950)	(26%)	50,640	35,739	(14,901)	(29%)
Insurance	2,615	1,384	(1,231)	(47%)	2,823	1,384	(1,439)	(51%)
Luncheons	500	309	(191)	(38%)	500	410	(90)	(18%)
Materials and Supplies	4,000	784	(3,216)	(80%)	10,500	5,507	(4,993)	(48%)
Meeting Expenses	0	0	0	0%	0	55	55	0%
Miscellaneous	1,500	441	(1,059)	(71%)	2,500	378	(2,122)	(85%)
Office and Postage	0	623	623	0%	0	0	0	0%
Promotions	15,000	1,741	(13,259)	(88%)	9,500	745	(8,755)	(92%)
Subscriptions/Memberships	18,980	15,041	(3,939)	(21%)	18,701	14,699	(4,002)	(21%)
Telephone / Internet	15,845	4,904	(10,941)	(69%)	15,600	6,335	(9,265)	(59%)
Travel & Conference	48,500	20,824	(27,676)	(57%)	42,500	20,285	(22,215)	(52%)
Expenses	327,086	139,168	(187,918)	(57%)	317,798	144,680	(173,118)	(54%)
Excess revenue over exp (Exp over revenue)	(327,086)	(139,168)	187,918	(57%)	(317,798)	(144,680)	173,118	(54%)

Council Travel

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Council Travel								
Trav. & Conf. - Canfield	12,500	5,259	(7,241)	(58%)	12,500	4,376	(8,124)	(65%)
Travel & Conf. - Lunny	6,000	4,311	(1,689)	(28%)	5,000	1,098	(3,902)	(78%)
Travel & Conf. - McKay	6,000	3,042	(2,958)	(49%)	5,000	3,927	(1,073)	(21%)
Travel & Conf. - Smith	6,000	1,292	(4,708)	(78%)	5,000	4,337	(663)	(13%)
Travel & Conf. - Roussin	6,000	3,850	(2,150)	(36%)	5,000	2,924	(2,076)	(42%)
Travel & Conf. Drinkwalter	6,000	1,105	(4,895)	(82%)	5,000	2,936	(2,064)	(41%)
Trav. & Conf. - McMillan	6,000	1,965	(4,035)	(67%)	5,000	687	(4,313)	(86%)
Council Travel	48,500	20,824	(27,676)	(57%)	42,500	20,285	(22,215)	(52%)
Excess revenue over exp (Exp over revenue)	(48,500)	(20,824)	27,676	(57%)	(42,500)	(20,285)	22,215	(52%)

User Fees

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TOTAL USER FEES								
User Charges	10,546,519	3,651,338	(6,895,181)	(65%)	10,038,648	4,374,717	(5,663,931)	(56%)
TOTAL USER FEES	10,546,519	3,651,338	(6,895,181)	(65%)	10,038,648	4,374,717	(5,663,931)	(56%)
GENERAL GOVERNMENT								
City Clerk	70,465	24,989	(45,476)	(65%)	64,900	28,275	(36,625)	(56%)
Finance	12,990	3,532	(9,458)	(73%)	10,700	4,437	(6,263)	(59%)
Rentals	90,115	34,866	(55,249)	(61%)	64,839	28,466	(36,373)	(56%)
GENERAL GOVERNMENT	173,570	63,387	(110,183)	(63%)	140,439	61,178	(79,261)	(56%)
PROTECTION								
Fire Operation User Chrg.	95,990	39,054	(56,936)	(59%)	83,040	76,008	(7,032)	(8%)
OPP - User Charges	33,000	2,790	(30,210)	(92%)	28,850	12,747	(16,103)	(56%)
Animal Control-User Fees	11,500	7,093	(4,407)	(38%)	7,500	7,210	(290)	(4%)
Build Inspect. User Fees	80,000	25,226	(54,774)	(68%)	80,000	20,389	(59,611)	(75%)
911 Emergency Access	0	0	0	0%	5,477	0	(5,477)	(100%)
Provincial Offences	202,847	0	(202,847)	(100%)	267,285	0	(267,285)	(100%)
PROTECTION	423,337	74,163	(349,174)	(82%)	472,152	116,354	(355,798)	(75%)

User Fees

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TRANSPORTATION								
Roads Maintenance	6,500	1,050	(5,450)	(84%)	6,500	790	(5,710)	(88%)
Convent Trans User Charge	112,000	45,061	(66,939)	(60%)	120,000	47,858	(72,142)	(60%)
Metered Park - User Fees	315,000	125,874	(189,126)	(60%)	302,000	123,879	(178,121)	(59%)
Parking User Fees	160,000	77,681	(82,319)	(51%)	139,810	70,930	(68,880)	(49%)
Chipman Parking User Fees	15,000	4,925	(10,075)	(67%)	14,000	5,135	(8,865)	(63%)
Docks - User Fees	47,000	47,545	545	1%	45,000	46,088	1,088	2%
Wharfs - User Fees	25,000	23,348	(1,652)	(7%)	23,000	23,348	348	2%
PW Barsky Fac-W/O Bill	119,183	0	(119,183)	(100%)	105,183	37,160	(68,023)	(65%)
User Fee Warehouse	15,000	3,361	(11,639)	(78%)	15,000	5,365	(9,635)	(64%)
Garage & Shop/User Charge	0	6,690	6,690	0%	0	0	0	0%
Engineering	500	190	(310)	(62%)	1,500	191	(1,309)	(87%)
TRANSPORTATION	815,183	335,725	(479,458)	(59%)	771,993	360,744	(411,249)	(53%)
ENVIRONMENTAL								
Sanitary Surcharge	2,969,007	945,637	(2,023,370)	(68%)	2,422,181	1,110,339	(1,311,842)	(54%)
User Fee Kenora Waterwork	3,080,136	994,217	(2,085,919)	(68%)	2,556,047	1,138,701	(1,417,346)	(55%)
Garbage Collect. User Chg	225,000	91,628	(133,372)	(59%)	213,000	90,053	(122,947)	(58%)
HHWD User Charges	3,200	0	(3,200)	(100%)	3,200	0	(3,200)	(100%)
Transfer Facility	1,120,000	367,112	(752,888)	(67%)	1,100,000	389,793	(710,207)	(65%)
Blue Box Collection	41,500	11,835	(29,665)	(71%)	35,700	11,188	(24,512)	(69%)
Kenora Area Landfill	420,000	167,859	(252,141)	(60%)	420,000	158,149	(261,851)	(62%)
Recycling Facility	12,000	3,265	(8,735)	(73%)	7,000	3,331	(3,669)	(52%)
ENVIRONMENTAL	7,870,843	2,581,553	(5,289,290)	(67%)	6,757,128	2,901,554	(3,855,574)	(57%)

User Fees

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
SOCIAL & FAMILY								
User Fees Day Care	0	0	0	0%	185,960	72,578	(113,382)	(61%)
User Fees After School Pr	0	0	0	0%	120,000	73,265	(46,735)	(39%)
User Fees Summer Day Camp	0	0	0	0%	27,000	3,690	(23,310)	(86%)
SOCIAL & FAMILY	0	0	0	0%	332,960	149,533	(183,427)	(55%)
RECREATION & CULTURAL								
Parks User Charges	1,250	950	(300)	(24%)	1,000	4,263	3,263	326%
Anicinabe Park	23,186	0	(23,186)	(100%)	22,511	0	(22,511)	(100%)
Ballfields	6,800	1,629	(5,171)	(76%)	6,500	1,915	(4,585)	(71%)
KAR Street Programs	0	200	200	0%	4,000	177	(3,823)	(96%)
KRC Complex	508,900	238,237	(270,663)	(53%)	492,400	236,272	(256,128)	(52%)
Thistle Arena	197,500	108,450	(89,050)	(45%)	197,500	100,974	(96,526)	(49%)
MSFC Pool User Charges	143,000	70,120	(72,880)	(51%)	144,150	73,193	(70,957)	(49%)
KRC External User Charges	7,500	2,201	(5,299)	(71%)	7,500	2,450	(5,050)	(67%)
KM - Arena & Complex	237,500	89,578	(147,922)	(62%)	231,000	89,161	(141,839)	(61%)
Recreation Programs	32,200	5,455	(26,745)	(83%)	31,000	3,974	(27,026)	(87%)
Fitness Centre	35,000	12,929	(22,071)	(63%)	30,000	12,555	(17,445)	(58%)
RECREATION & CULTURAL	1,192,836	529,749	(663,087)	(56%)	1,167,561	524,934	(642,627)	(55%)

User Fees

January - May

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
PLANNING & DEVELOPMENT								
Sales, Fees, Ser Charge	29,600	10,595	(19,005)	(64%)	24,600	27,565	2,965	12%
Planning Advisory Comm.	14,150	8,225	(5,925)	(42%)	14,275	7,300	(6,975)	(49%)
Tourism - User Charges	7,000	6,387	(613)	(9%)	211,000	135,032	(75,968)	(36%)
Special Events	20,000	5,552	(14,448)	(72%)	146,540	50,869	(95,671)	(65%)
PLANNING & DEVELOPMENT	70,750	30,759	(39,991)	(57%)	396,415	220,766	(175,649)	(44%)



2 July 2013

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Replacement of Council Member on NWHU Board of Health

Recommendation:

That authorization be hereby given for Councillor Sharon Smith replace Mayor David Canfield as the Kenora Council representative on the Northwestern Health Unit Board of Health with a term to be in effect from September 1, 2013 to November 30, 2014; and further

That a copy of this resolution be forwarded to the NWHU Board of Health and the Township of Sioux Narrows-Nestor Falls.

Background:

Mayor Canfield will be stepping down as the Kenora Council representative on the Northwestern Health Unit Board of Health and Councillor Sharon Smith has agreed to replace the Mayor in this capacity until the end of the Council term of November 30, 2014.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Northwestern Health Unit, Sioux Narrows-Nestor Falls, H. Kasprick Membership Listing



2 July 2013

City Council Committee Report

To: Mayor and Council

Fr: Joanne L. McMillin, City Clerk

Re: Receipt and Approval of Various Committee Minutes

Recommendation:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- May 21 - Committee of Adjustment & Planning Advisory
- June 4 - Event Centre Committee
- June 17 - Homelessness & Behavioural Issues Task Force
- June 18 - Committee of the Whole and Property & Planning
- June 19 - Environmental Advisory Committee
- June 19 - Lake of the Woods Museum Board

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

- April 17 - Kenora Police Services Board
- May 9 - Kenora District Services Board
- May 23- District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Background:

This static monthly report appears on the Committee of the Whole Agenda (Business Administration-BA) 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.

Budget: N/A

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



July 3, 2013

**City Council
Committee Report**

To: Mayor & Council

Fr: Colleen Neil, Recreation Services Manager

Re: Recreation Rates and Fees.

Recommendation:

THAT Council hereby approves the rates and fees outlined in the July 3, 2013 report of Colleen Neil, Recreation Services Manager, effective September 1, 2013; and

THAT in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend the Tariff of Fees and Charges By-Law #147-2007 at its July 16, 2013 meeting to give effect to these rates; and further

THAT Council give three readings to a by-law to amend Schedule "B" to Tariff of Fees and Charges By-Law Number 147-2007 for this purpose.

Background:

In 2009 Council passed a resolution to provide staff with a bench mark to set recreation rates for the City of Kenora. The goal of the resolution was to see rates for youth at a 55% cost recovery, rates for adults at a 65% cost recovery and non-residents rates at 100% cost recovery. Prior to this resolution most rates were averaging about a 45% cost recovery. In 2009, with the approved rate increases, more efficient expenditures and capital project increasing operating efficiencies most rates were approaching with the majority meeting the expected cost recovery. In 2010 we saw the additional cost of HST and it was determined that a rate increase, in addition to the HST would not be palatable for our users at that time. Also in 2010 the Thistle Rink went through a major renovation with the support of the RINK Grant. 2011-2012 was our first full operating season and now with 2012 yearend figures complete this has allowed staff to properly review our actual expenses and bring forward a recommendation to council keeping in mind future predetermined wage costs and predicated utility costs.

Resident Rates have not been increased more that 5%

Non Residents Rates have seen the greatest increase so that the rate of cost recovery can reach 100% in the near future.

Proposed rates would be in effect for all new fall seasons and be reflected in annual contracts going out in August for the 2013-2014 season.

The following are the current rates and the proposed changes as well as any new rates, marked in red, that are being recommended for increases and implementation.

All proposed rates are comparable in the region and competitive in the private sector.

Instructional Rates (+ applicable taxes)			
WaterFit & Group Fitness classes	\$7.55 \$8.00 Drop-In	\$60.00 \$72.00 10 Classes	\$125.00 \$150.00 25 Classes
Personal Training *Fitness assessment included with 8 and 12 packages	\$40.00 for 1 hour, \$25.00 for ½ hour By appointment only Packages Available: (12) ½ Hour: \$225 (12) 1 Hour: \$390 (8) ½ Hour: \$150 (8) 1 Hour: \$260 (4) ½ Hour: \$75 (4) 1 Hour: \$130 See Below for new rates and packages		
New Team Training Rates	1HR Team Training session \$60 4 - 1HR sessions (\$220) 55/session 8- 1HR session (\$400) 50/session 12-1 HR sessions (\$540) \$45/session		

Personal Training Rates

4- 1HR sessions = \$158 (39.50/session savings \$10) (includes 1 personalized written program)

4- ½ HR sessions = \$95 (23.75 /session savings \$10) (includes 1 personalized written program)

8 – 1HR sessions = \$280 (\$35/session) (includes 1 personalized written program)

8- ½ HR sessions = \$ 180 (\$22.50/session) (includes 1 personalized written program)

12- 1HR sessions = \$360 (\$30/session) (includes 1 personalized written program) (free nutritional

12-1/2 HR session = \$240 (\$20/session) (includes 1 personalized written program) (free nutritional counseling)

24- 1HR sessions = \$600 (\$25/session) (includes 2 personalized written program) (free nutritional counseling and follow ups)

24 -1/2 HR session= \$360 (\$15/session) (includes 2 personalized written program) (free nutritional counseling w/ follow ups)

Pool Rental Per Hour (+ applicable taxes)	
	Pool Rental (Shared)
Minor Resident (17 years of age & under)	
1-30 people	74.77 78.50
31-100 people	99.77 104.75
101-180 people	124.77 131.00
Adult Resident (18 years of age & over)	
1-30 people	91.21 95.75
31-100 people	116.21 122.60
101-180 people	141.21 148.25
Non-Resident	
1-30 people	107.75 140.50
31-100 people	132.75 165.50
101-180 people	157.75 190.50
Private pool Rental	Resident \$210.00 Non Resident \$262.00

Kenora Swim Sharks Team Rental Rates:

- Minor ½ pool rate: \$24.89 ~~\$26.14~~
- Adult ½ pool rate: \$33.11 ~~\$34.76~~
- Minor rate: \$49.77 ~~\$52.26~~
- Adult rate: \$66.21 ~~\$69.52~~
- Shared Adult and Minor rate: \$57.99 ~~\$60.89~~

Ice Rental Per hour (+ applicable taxes)	
Resident:	
Minor Recreation (17 yrs & under)	\$74.14 \$77.85
Minor Game/Tournament/Special Event (17 yrs & under)	\$81.03 \$85.10
Adult Recreation (18 yrs & over)	\$101.98 \$107.10
Adult Game/Tournament/Special Event (18 yrs & over)	\$108.05 \$113.45
Non-Resident:	
Recreation	\$121.55 \$133.70
Game/Tournament/Special Event	\$127.33 \$140.10
Summer Ice	\$127.33 \$140.10

Budget:

This proposal is in keeping with the municipalities mandate to levy local taxes for the purpose of providing recreation programs and facilities and as part of the annual rate review to maintain established percentage of cost recovery in order to establish and meet proposed annual budgets.

Communication Plan/Notice By-law Requirements:

Required under Schedule 'A' to Notice By-law 144-2007: before passing or amending a by-law pertaining to fees and charges imposed by the municipality, Council shall give public notice of its intention to pass a by-law by placing it on applicable agenda preceding meeting subsequently posted on Portal.



Date July 3, 2013

City Council Committee Report

TO: Mayor & Council

FR: Richard Perchuk, Operation's Manager

**RE: CONEY ISLAND, SAFETY BY, AND DREWRY DRIVE
SEWER & WATER UPGRADES**

Recommendation:

That the following tenders for the Coney Island, Safety Bay and Drewry Drive Sewer & Water Upgrades, Contract 2013-03, be received by the City of Kenora:

Titan Contractors	\$ 973,461.01 (HST not included)
Moncrief Construction Ltd.	\$ 1,393,026.00 (HST not included)
Bay City Contractors	\$ 2,102,575.00 (HST not included)

That the tender submitted by Titan Contractors, in the amount of \$973,461.01 (HST not included), be accepted.

Background:

- **Coney Island** – Sewer and water mains are to be looped between existing mains in the lake and on Coney Island to resolve potential water quality issues, and to provide additional versatility in distributing potable water and the disposal of sanitary waste. Additional sewer connections will be made available in the immediate vicinity of Beach Street, allowing residents in proximity to the works to install seasonal sanitary service.
- **Safety Bay Crossing** – The replacement of a portion of existing, currently out-of-service cast iron water main with PE pipe, to restore looped water distribution, and provide redundancy in the water feed to the hospital. The washroom service to McLeod Park will also be renewed as part of the works.
- **Drewry Drive** – Storm sewer is to be installed to alleviate surface run-off at the east end of the street. Proposed storm works will connect to the existing Nairn Avenue system via Valley Drive. All sanitary laterals on Drewry Drive are to be replaced between the main and the property lines due to presence of 'no-corrode' pipe in many of the locations. Spot repair digs of the sanitary main are also to be undertaken, both on Drewry Drive and on Valley Drive. Water services on Drewry Drive are to be renewed concurrent with the sanitary works. Paving and sidewalk restoration will take place during 2014.

The advertised Tender closed on Tuesday, June 25, with the above noted tenders received.

Budget:

2013 Capital Budget – Coney Marine Water Line: \$397,600; Coney Island Force Main: \$200,000; Water Main Program: \$400,000; Sanitary Sewer Program: \$400,000 and Storm Sewer Program: \$150,000 Budget Total:\$1,547,600.

Communication Plan/Notice By-law Requirements:

Distribution: R. Perchuk, M. Vogrig, B. Forster, B. Paudel



June 5, 2013

City Council Committee Report

TO: Mayor and Council

FR: Richard Perchuk, Operations Manager

**RE: Amendment to Traffic Regulation By-Law 127-2001 – Rate of Speed -
Railway Street**

Recommendation:

That Council gives three readings to a by-law to authorize an amendment to the City of Kenora Traffic Regulation By-law 127-2001 to add the following change to Schedule "T" – Rate of Speed – Railway Street:-

Schedule "T" – Rate of Speed

	<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
<u>Add:</u>	Railway Street	From 10 th Avenue South to Airport Road	40 kilometres per hour

Background:

The City of Kenora has received a request to lower the speed limit along Railway Street from the Real Canadian Wholesale Club to Ninth Street North (past the CPR crossing at the start of Airport Road), see attached letter.

The Roads Supervisor does not recommend a reduction of the speed limit from 50 km/h to 45 km/h, as requested. It should be noted that the speed limits can only be posted at 40 or 50 km/h, as per the Highway Traffic Act.

The O.P.P. have suggested that the speed reduction should continue past the Sixteenth Avenue CPR crossing to the second crossing at the start of Airport Road. The request is actually for the reduction to continue past the Airport Road crossing up to the Ninth Street North at Airport Road intersection.

Due to the condition of Railway Street, a roadway with narrow shoulders and high traffic volumes, a speed reduction would be recommended.

I am in agreement with the O.P.P. that the speed reduction should be from the Airport Road CPR crossing to the Real Canadian Wholesale Club at Tenth Avenue South.

It is recommended that the Traffic Regulation By-law No. 127-2001 Schedule "T" Rate of Speed be amended to add a 40 km/h speed limit on Railway Street from the Real Canadian Wholesale Club at Tenth Avenue South to the Airport Road CPR crossing.

Budget: 2013 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, R. Halverson, P. Van Walleggem, O.P.P.





June 27, 2013

City Council Committee Report

To: Mayor & Council

**Fr: Richard Perchuk, Manager of Operations
Biman Paudel, Water & Sewer Supervisor**

Re: Water & Sewer Cross Connections – Update

Recommendation:

That Council hereby accept the report entitled "Status on Identified Cross Connections" as prepared by Biman Paudel, Sewer and Water Supervisor, dated June 27, 2013, which includes an anticipated timeframe for completion of these works by December 31, 2013.

Background:

On December 19, 2012, the MOE was provided with a work plan for the repair/alteration of eleven (11) identified cross connections between water mains including bleeder lines and sewer manholes within the Kenora Drinking Water System as per #5 and #6 of Provincial Officer's Order that was issued on September 20, 2012.

The attached Report prepared by Biman Paudel indicates that out of the eleven cross connections identified repair works have been completed on five (5) locations, with the six remaining locations expected to be completed prior to or by the approved deadline of December 2013.

The department continues to give cross connection repair works the highest priority and all works will be completed within the anticipated timeframe.

Budget: 2013 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, Biman Paudel

From : **Biman Paudel, Sewer and Water Supervisor**
To : **Rick Perchuk, Operations Manager**
Subject : **Status on identified cross connections**
Date : **27/06/2013**

Out of the following eleven (11) identified cross connections between water mains including bleeder lines and sewer manholes, we have currently completed repair works on five (5). Those locations with eliminated cross connections are highlighted on the list. Water and sewer department has given the highest priority on cross connections' repair works and intends to get all done prior to our initial commitment of December 31st, 2013.

Identified Locations:

- 119 Rupert Road
- 2nd Street N at 4th Avenue N (S/W Corner)
- 122 Main Street N
- 321 1st Street N
- 323 2nd Street N
- Gunne CR at Poirier Drive
- 7 Segmiller Avenue
- 200 (north end) Regina Avenue
- 200 1st Street N
- 13 Anne Crescent
- 409 5th Street N (Back Lane)

**** Note:**

There was a typo in address for 409 5th Street N (Back Lane), earlier it was written as 219 5th Street N (Back Lane). Its corrected now.



June 26, 2013

City Council Committee Report

To: Mayor & Council

**Fr: Richard Perchuk, Manager of Operations
Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, Water Treatment Plant
David Nachuk, Wastewater Treatment Plant**

**Re: 2013 Water & Wastewater Systems Monthly Summary
Report– May**

Recommendation:

That Council of the City of Kenora hereby accepts the May 2013 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by Biman Paudel, Water and Sewer Supervisor, Ryan Peterson, Water Treatment Plant Operator and David Nachuk, Wastewater Treatment Plant Operator.

Background:

The Water and Sewer Department 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 Department recommends that Council accept the 2013 Water and Wastewater Systems Monthly Summary Report for May.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, Biman Paudel, R. Peterson, D. Nachuk

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2013

		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
Wastewater Plant Flows															
<u>Influent Flow</u>															
Total Influent Flow	m ³ /mon.	177,663	156,733	181,689	244,603	346,693									1,107,381
Maximum Daily Influent Flow	m ³ /day	6,437	6,192	8,357	13,949	20,775								11,142	
Minimum Daily Influent Flow	m ³ /day	5,213	5,070	5,295	6,233	6,529								5,668	
Average Daily Influent Flow	m ³ /day	5,731	5,597	5,860	8,153	11,184								7,305	
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	198,479	177,770	204,176	263,828	364,096								241,670	
Average Daily Flow	m ³ /day	6,402	6,348	6,586	8,794	11,745								7,975	
Samples															
Weekly Bacteriological --ALS Labs		5	4	4	4	5									22
Number of Raw Samples Taken		1	1	1	1	1									5
Number of Treated Samples Taken		6	5	5	5	6									27
Geometric Means (Bacti Samples)		17.9	7.9	26	43	2.9								19.54	
Sludge Hauled to Landfill	yds./mon.	300	330	330	330	405									1,695
Callouts															
		0	5	0	3	2									10

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

May 2013

Prepared by: Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, ORO, Water Treatment Plant
David Nachuk, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of May 2013 at the Kenora Area Water Treatment Plant, Water Distribution System and Wastewater 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 6th
- May 14th
- May 21st
- May 27th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Work was performed on the alum flow auto shutdown. Tested and verified functionality.
- Replaced belt on fluoride feeder.
- Rebuilt #3 chlorine regulator with maintenance kit.
- Work continues on the new caustic system.
- Cleaned rotometer on fluoride analyzer.

2.4 Training

No training took place in May.

2.5 Water Quality Complaints

There was one water quality complaint throughout the month of May.

- A customer complained of low water pressure and occasional coloured water. Ensured adequate chlorine residual and forwarded pressure complaint to distribution crew.

2.6 Other Information

- Distribution system chlorine levels were sampled at three locations weekly throughout the month in addition to the chlorine levels being sampled along with regular weekly bacteriological samples.
- Work continuing on the Drinking Water Quality Management Standards (DWQMS) documents and organization.

3.0 Water Distribution System

3.1 Maintenance

3.1.1. Water Distribution

- May 2 - Dug and repaired water service at: 529 Second Avenue South.
- May 3 - Replaced hose clamp at: Evergreen Booster.
- May 9 - Dug and replaced service box at: lot east of 1407 Valley Drive beside C & C Husky Auto Service & Repair.
- May 17 - Flushed water main at: Mascott Avenue hydrant.
- Repaired water service at: 613 Ninth Street North.
- May 23 - Dug and repaired water service at: 1415 Beach Road.
- May 28 - Dug and repaired water service at: 516 Third Street South.
- May 30 - Repaired water service at: 1322 River Drive.
- May 31 - Flushed water mains at: dead end of Mascott Avenue and 492 Rabbit Lake Road.

3.1.2. Wastewater Collection

- May 1 - Replaced 4" clay pipe with 4" plastic pipe at: Sixth Avenue South between First Street South and Park Street.
- Sewer Rod plugged sewer at: 614 Fifth Avenue South.
- May 4 - Sewer Rod plugged sewer at: 1220 Highway 17 East.
- May 7 - Repaired force main at: 1349 Valley Drive.
- Sewer Rod plugged sewer at: 504 Ninth Street North and 400 Third Street South.

- May 9 - Steamed frozen sewers at: 811 ½ Fourth Street North and 701 First Street South.
- May 11- Sewer Rod plugged sewer at: 308 Second Street South.
- May 14 - Sewer Rod plugged sewers at: 806 Park Street and 323 Eighth Avenue South.
 - Televised sewer service at: 1212 Ninth Street North.
- May 15 - Sewer Rod plugged sewer at: 8 Florence Street.
 - Repaired manhole at: 1002 Guernsey Street.
- May 17- Repaired sewer service at: 613 Ninth Street North.
- May 18 - Sewer Rod plugged sewer at: 401 Fourth Avenue South.
- May 20 - Sewer Rod plugged sewer at: 843 Robertson Street.
- May 23 - Sewer Rod plugged sewer at: 1200 Minto Avenue.
- May 27 - Flushed sewer at: 416 Sixth Street South.
- May 29 - Sewer Rod at: 1299 Heenan Place.
- May 31 - Flushed sewer mains at: Front Street, 930 Highway 17 East and 927 Highway 17 East.

3.1.3. **Water Thaws:** City Property – 0 Private Property – 0

3.2 Training

- 3.2.1. May 8th - All the staff within the Water and Sewer Department attended training on “ALS Laboratories Water Sample Training” at the Operations Centre.
- 3.2.2. May 27-31 – Dave King completed “Ontario Ministry of the Environment’s Entry Level Drinking Water Operator Course” in Thunder Bay.

3.3 Water Quality Complaints

There was one water quality complaint reported to the Water Treatment Plant for the month of May.

- A customer complained of low water pressure and occasional coloured water. Ensured adequate chlorine residual and forwarded pressure complaint to distribution crew.

3.4 Boil Water Advisory(s) - 2013

There were no boil water advisories issued for the month of May.

3.5 Other Information

Seasonal summer service on Coney Island and in other locations was turned on.

4.0 Wastewater System

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

4.2 Weekly Bacteriological Samples

- 4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out May 23, 2013 - Results:
- Total B.O.D. (biological oxygen demand) Raw Sewage: 71 [mg/L]
 - Total B.O.D. Final Effluent: 3.0 - limit is 25.
 - Total Suspended Solids Raw Sewage: 91 [mg/ L]
 - Total Suspended Solids Final Effluent: 7 [mg/ L] - limit is 25
- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on May 1, 8, 15, 22, 29 - Results: Organisms/100 mL
- Geometric Means Total of 2.9
 - Geometric Means Limit is 200

In summary, raw sewage enters the plant with a bacti count of approximately 3 million and leaves the plant with a count of 2.9, which is well within the limit of 200. Plant reduction of B.O.D. is 96% and the Plant reduction of suspended solids is 92%.

4.3 Maintenance

- 4.3.1. Changed burnt out ballast and bulb on “Bank B” on U.V. system in #300 building.
- 4.3.2. Replaced a transformer on “Bank A” of U.V. system in #300 building.
- 4.3.3. Received prices for new awning windows to be installed in the #200 Screw Pump building .
- 4.3.4. Ran a new power supply for clarifier control gate valves after a dead short was found while operating them.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- 4.5.1. May 6, 2013 – Health and Safety Inspection.