



City of Kenora Committee of the Whole of Council Agenda

Tuesday, July 8, 2014
9:00 am - 12:00 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 15, 2014 meeting:-

-Council will amend the 2014 Operating Budget to withdraw funds from the Canada Day Reserve in the amount of \$3,000 for the 2014 Canada Day Festivities

-Council will amend the 2014 Operating Budget to authorize \$100,000 additional allocation for the purposes of the Organization Review to be funded from the City's Contingency Reserve

-Council will amend the 2014 Operating Budget to withdraw funds to a maximum of \$80,000 from the Recreation Reserve for the purposes of the Event Centre Business Case

2. Declaration of Pecuniary Interest & the General Nature Thereof

i) On today's agenda; ii) From a meeting at which a Member was not in attendance.

3. Confirmation of Previous Committee Minutes

-Regular Committee of the Whole Meeting held June 17, 2014

4. Deputations

4.1 Event Centre Committee

5. Presentations		
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12. Other		
13. Date of Next Meeting		
	Tuesday, August 5, 2014	

14. Close Meeting



PRESS RELEASE

At its regular board meeting on Thursday, June 19, 2014 the KDSB Board of Directors:

- Received a follow up report. Chief Administrative Officer, Dan McNeill announced his retirement effective August 1, 2014. Sarah Stevenson, who was appointed Acting CAO, will return to her role as Director of Integrated Social Services, effective August 1, 2014. Corrine Owen, Director of Finance and Asset Management, was appointed to the role of Acting CAO effective August 1, 2014 until a new CAO is in place. The Board of Directors will be initiating a hiring process to fill the CAO position.
- Accepted a report updating the Board about the application submitted to Rural Remote Homelessness Partnering Strategy funded by the Federal Government through the United Way of Simcoe County. The proposal will support the Goals and Objectives outlined in the Ten Year Housing and Homelessness Plan. The Board is awaiting a response from the United Way.
- Agreed to enter into contract with the DoKURA (District of Kenora Unincorporated Areas Ratepayers Association) to conduct the 2014 election services in the Territory Without Municipal Organization.
- For a large portion of the meeting, received a presentation from a Kenora District Services Board, Employee Working Group, on the Vision, Mission, Values, Strategy Map and proposed projects for the 2015-19 Strategic Plan. Agreement was made by the Board for the Employee Working Group to proceed to next steps. A final presentation of the Strategic Plan will go to the August Board meeting.

Barry Baltessen, Chair

Sarah Stevenson, Acting CAO



June 30, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk

RE: 2014 NOMA Fall Regional Conference

Recommendation:

That authorization is hereby given for the following Members of Council to attend the 2014 Northwestern Ontario Municipal Association (NOMA) Fall Regional Conference taking place in Thunder Bay, September 25 & 26, 2014:-

And further that all eligible expenses in accordance with Council's Travel & Per Diem Policy be hereby authorized.

Background:

NOMA's Fall Regional Conference will take place in Thunder Bay on September 25 and 26 at the Valhalla Inn. Two rooms have been reserved at the Valhalla Inn for Council's attendance along with one staff member. Typically in an election year we don't have a high number of Councillors attending this conference which is why only two rooms have been booked. The NOMA board meeting is taking place on Wednesday, September 24 prior to the start of the conference.

Budget:

Council's Travel and Conference budget

Communication Plan/Notice By-law Requirements:

N/A



June 25, 2014

**City Council
Committee Report**

To: Mayor Canfield and Council

Fr: Charlotte Edie, Treasurer

Re: Canada Day Reserve

Recommendation:

That Council hereby approves an additional allocation of \$3,000 to be funded through the Canada Day Reserve for the 2014 Canada Day festivities; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Operating & Capital Budget at its July 15, 2014 meeting to withdraw funds from the Canada Day Reserve in the amount of \$3,000 for the 2014 Canada Day festivities; and further

That Council give three readings to a by-law to amend the 2014 budget for this purpose.

Background:

At the November 2013 Council Meeting Council approved a report outlining the financial results of the Kenora Air Show. The Kenora Air Show Committee at that time allocated \$5,000 of the Air Show surplus to the 2014 Canada Day Festival. This amount was appropriated to a Canada Day reserve for that purpose.

The 2014 Canada Day Committee has requested to use \$3,000 of this allocation for this year's celebration.

Budget:

The amount of \$3,000 to be appropriated from the Canada Day reserve.

Communication Plan/Notice By-law Requirements:

In accordance with Notice by-law 144-2007, public notice will be given at its July 8th, 2014 meeting of Committee of the Whole.

Resolution and by-law required.

Distribution: C. Caron



29 June 2014

City Council Committee Report

TO: Mayor and Council

FR: Karen Brown, CAO

RE: Organizational Review RFP – Appointment of Consultant

Recommendation:

That Council give three readings to a by-law to approve an amendment to the 2014 Operating Budget to provide a budget allocation of \$100,000 for the purposes of performing a comprehensive organizational review to be funded from the City's contingency reserve; and

That Council hereby approves the award for the Organizational Review to BMA Management Consulting Inc.; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Operating Budget by by-law at its July 15th meeting.

Background:

At the May 2014 Council meeting, Council approved a Terms of Reference for a 2014 Organizational Review of the City, with the intent of setting out an RFP for an external consultant to provide an independent review of City operations, including services provided, service levels, resourcing and corporate structure. A copy of the report brought forward to Council in May which included the discussion related to pursuing an external organizational review has been included at the end of this report for Council information. The contents of that report have not been repeated here.

At the May Council meeting, Council direction was given to move forward quickly with the RFP process, with the intent of bringing back a recommendation to the July 2014 Council meeting. As a result, the RFP document was released following the Council meeting, and closed on June 19th.

A team of five individuals independently rated the RFP responses in accordance with the rating system included in the RFP document. This Team included:

- Councillor Ron Lunny, Business Administration
- Warren Spencer, Former City Operations Manager, and previously Keewatin CAO
- Dave Sinclair, Kenora Hydro President and CEO
- Sharen McDowall, Manager of Human Resources
- Karen Brown, CAO

The individual ratings were averaged, and the top three scores were shortlisted. This actually represented four companies as there was a tie for the third highest score. Following this process, the rating for cost was applied to the shortlisted group, as outlined within the RFP.

As a result of this process, the group has selected BMA Management Consulting Inc. (BMA) as the successful RFP respondent. BMA had the highest average rating of all respondents prior to the application of the cost rating. BMA also had the lowest quote of the four shortlisted responses, so also finished with the highest combined score.

Following Council approval, administration will move forward with preparing a contract for execution with BMA. Based on the scheduled timeline included in the RFP, the review will commence in September 2014, with completion in January 2015.

Budget:

As discussed at the May 2014 Council meeting, a budget amendment will be required, with the funding to be taken from City contingency reserve.

Communication Plan/Notice By-law Requirements:

A communication was sent out to City Staff in their pay cheques for the July 4th pay to make them aware of the recommendation coming forward to Council. A press release will be issued at the July 2014 Council meeting. The writer will be in direct contact with BMA to discuss next steps.



6 May 2014

City Council Committee Report

TO: Mayor and Council

FR: Karen Brown

RE: Organizational Review

Recommendation:

That Council hereby approves the 2014 Organizational Review Terms of Reference; and

That Council hereby directs administration to issue a Request for Proposals for an External Operational Review that will encompass a review of City service delivery, together with corporate structure and staff resourcing.

Background:

On January 1, 2000, the Towns of Kenora, Keewatin and Jaffray Melick amalgamated to form the City of Kenora. In the year immediately prior to this, the three towns formed a Transition Board that was tasked with working towards an effective amalgamation of the operations of the three Towns into one consolidated City. As part of this process, the transition team engaged the services of an external consultant to perform an operational review for the City of Kenora. The vision articulated by the Transition Board for this review was "A single, integrated organization delivering cost effective and efficient services to the citizens of the City of Kenora." The expectation at the time of amalgamation was the identification of cost savings, particularly in administration, as a result of bringing three municipalities together into one. That review identified potential savings of about \$1.3 million from the combined City's operating costs, together with an additional \$.4 million in stretch targets. This review formed the basis on which the new City of Kenora corporate structure was formed those many years ago.

Fast forward to 2014. Today the face of the City appears quite different. There have been significant changes in City corporate structure and service provision. There have also been significant changes in the face of the City of Kenora itself, and indeed the world in which the City provides municipal services today, from the local and regional economy, the legislated environment, right up to and including the global economic environments. Council and City directions and priorities have changed. Significant staffing and structural changes have been made to the City over the years, which have included significant cuts, shifts and changes.

At the beginning of 2014, the City launched a new comprehensive corporate strategic planning process, with a draft Strategic Plan scheduled to be before Council for the July 8th Committee of the Whole.

In tandem with the strategic planning process, Council direction was given to perform an internal review of the City of Kenora structure, with the intent of identifying changes that would help improve City service delivery and internal efficiencies and effectiveness, while aligning compatible workload and responsibilities. Over the past several years, the City had worked to review various components of its operations and had implemented many changes as a result. The intent of this review, however, was a comprehensive review of the entire corporate structure, enabling positive changes that would help the City move forward with the view of being prepared for both the present and the future. As part of the internal review process, a survey was provided to City staff requesting feedback on challenges they faced and opportunities for improvements to the City, both with regards to their workload and in relation to customer service. The overriding concern received back from staff was that many departments were not adequately resourced for the provision of services and related workload within those departments.

This concern is being taken very seriously. In addition, it is important to note that it has been fifteen years since a comprehensive review was done of the City, and that review focused on cost savings. Given the timing of the strategic planning process, and in recognition of the changed environments in which we operate today, it is recommended that the organizational review be expanded to consider the City's services and service levels provided and the determination of adequate resourcing for workload in each department related to that service provision. Now is the time to ensure that City services are aligned with our new strategic plan. In doing so, the City should ensure we are providing the right services, services that are best delivered by the municipality, and that provide value to our taxpayers. A draft terms of reference has been developed and has been attached to this report for your reference outlining the entire scope of this review.

From a resource perspective, the City requires the assistance of an external consultant to move this review forward in a timely manner. From an independence perspective, and to provide Council with confidence of an impartial and fair evaluation, it is important that Council employs an independent, external body to review the City operations and bring back recommendations to Council on services, service levels and staffing required to effectively provide those services.

Budget:

There was no allocation in the 2014 budget as the review was to be done internally by the CAO, with the support of the City Senior Management Team. It is recommended that the scope of the review be clearly defined as per the attached terms of reference and a request for proposals issued. A budget allocation will be determined following receipt and assessment of the requests for proposal submissions. A report will then be brought back to Council for consideration recommending an external consultant, together with a recommendation to amend the 2014 budget to fund the review from the City's Contingency Reserve.

Communication Plan/Notice By-law Requirements:

Administration will prepare a Request for Proposals, which will be released by June 1, 2014, with the intent of a recommendation for a successful response coming back to the August Committee of the Whole meeting for Council consideration.



29 June 2014

City Council Committee Report

TO: Mayor and Council

FR: Karen Brown, CAO on behalf of the City Strategic Plan I-Team

RE: Kenora Strategic Plan – Our Vision is 20/20

Recommendation:

Whereas Council has directed that the City perform a comprehensive strategic planning exercise to recognize the many changes that have occurred within the City since the last comprehensive exercise was done following amalgamation; and

Whereas the City has, through the assistance of urbanMetrics Inc., performed a wide-ranging consultation process garnering input from residents, businesses, staff, partners and stakeholders on the identification of municipal priorities as part of the strategic planning exercise; and

Whereas the input received has informed the priorities and goals as identified within the new strategic plan, together with establishing the ranking of those priorities; and

Whereas the new strategic plan has provided the City with corporate actions to assist the City on moving forward on the identified goals and priorities;

Therefore Be It Resolved that Council hereby adopts the new City of Kenora Strategic Plan – Our Vision is 20/20; and further

That Council hereby directs City Administration and Staff to actively work towards the goals and actions as outlined within the new strategic plan, commencing with a communications strategy for communicating the new strategic plan, together with the development of work plans for each department in accordance with the goals and corporate actions as outlined within the strategic plan.

Background:

During the 2013 budget deliberations, Council supported administration's recommendation to perform a new, comprehensive strategic planning process. At the December 2013 Council meeting, the firm of urbanMetrics Inc. was awarded the contract for the assisting the City with strategic planning services. The City also appointed an Implementation Team (or I-Team) comprised of City Council Members and staff to work in conjunction with urbanMetrics on the development of a new strategic plan.

Since that time, the City I-Team together with urbanMetrics Inc., has engaged in a comprehensive strategic planning process, which has engaged a robust public and staff consultation component in order to inform the priorities as identified within the new strategic plan.

The draft new strategic plan: Kenora – Our Vision is 20/20, is attached for your review. The contents of the plan have not been reiterated within this report. In reviewing the draft plan, of note are the new Vision, Mission, Values and Priorities / Goals. The Vision and mission statements can be found on page 4. The Values can be found on page 5. The Priorities / Goals can be found on pages 6 through 8, with corporate actions following that section beginning on page 9.

Peter Thoma of urbanMetrics Inc. will be attending the July 8th Committee of the Whole meeting to present the new strategic plan to Council.

Budget:

The strategic plan has been incorporated into the City’s operating budget. The City has applied for funding from both NOHFC and FedNor to assist with the development and communications strategy for the new plan. The budget allocation to a communications strategy for the plan will depend on the approval of funding.

Communication Plan/Notice By-law Requirements:

With the adoption of the City’s new strategic plan, Kenora – Our Vision is 20/20, at the July 2014 Council meeting, the City will issue a press release on its adoption, and begin work on developing a comprehensive communications plan to roll out the strategic plan both internally to Staff, as well as externally to the public.



02 July 2014

City Council Committee Report

To: Mayor and Council

Fr: Heather Lajeunesse, Deputy Clerk

Re: Receipt and Approval of Various Committee Minutes

Recommendation:

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

- May 14 & June 18 – Accessibility Advisory Committee
- May 22 – Heritage Kenora
- June 10 – Event Centre Committee
- June 17 – Committee of the Whole
- June 26 – Lake of the Woods Museum Board; and

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

- April 30 – Kenora Police Services Board
- May 1 – Kenora District Services Board
- May 20 – Planning Advisory Committee
- May 29 – Northwestern Health Unit Board of Health
- May 29 – 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 2, 2014

City Council Committee Report

TO: Mayor and Council

FR: Event Centre Committee

RE: Event Centre Business Case Terms Of Reference

Recommendation:

That Council give three readings to a by-law to approve the Terms of Reference for completion of a Business Case for the potential Event Centre; and

That Council gives direction to proceed with funding applications for this purpose; and

That the City of Kenora's financial share of the business case project shall not exceed fifty percent of the total amount of the final cost; and

That Council hereby approves an amendment to the City's capital budget in the amount of \$160,000, contingent on receipt of a minimum of 50% external funding, for the purposes of the development of a business case, with a maximum of \$80,000 City share of this project to be taken from the City's Recreation reserves; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Operating Budget by by-law at its July 15th meeting.

Background:

The Event Centre Committee is seeking council's approval on the submitted Terms of Reference to have a third party complete a business case. The Committee is looking for approval prior to the terms going out for requests for proposals.

The Committee will be looking for financial support from council should the City need to partner in this funding model for a business case to move this Event Centre closer to presentation to council for final approval.

The Event Centre Committee has been made aware that the business case will not be released for Request for Proposals until partner funding is in place with a minimum of fifty percent of the total cost of the business case being secured.

Budget:

Funding to be taken from City recreation reserves up to a maximum of \$80,000.

Communication Plan/Notice By-law Requirements:

N/A



June 30, 2014

City Council Committee Report

TO: Mayor and Council

FR: Colleen Neil, Recreation Services Manager

RE: Kenora Recreation Centre Concession – Food and Beverage Service Contract

Recommendation:

That further to Council authorizing By-law Number 95-2014 at its June 24 meeting to enter into a lease agreement for the purpose of Food and Beverage Services at the Kenora Recreation Centre for the term of October 1, 2014 to April 30, 2017, authorization is hereby given to reflect an earlier start date of August 1, 2014, with all other aspects of the lease as approved by By-law Number 95-2014 remaining in effect; and

That Council gives three readings to a by-law to enter into a lease agreement with Kyla Garrow for the purpose of Food and Beverage Services at the Kenora Recreation Centre for the term of August 1, 2014 to April 30, 2017; and further

That By-law Number 95-2014 be hereby repealed.

Background:

On June 24th Council approved a by law to authorizing an agreement between the City of Kenora and Kyla Garrow for the purpose of Food and Beverages Services at the Kenora Recreation Centre for the term of October 1, 2014 to April 30, 2017.

Recently there have been requests for the concession to be open for a few events prior to October 1, 2014. It is for this reason that Kyla Garrow and City staff is requesting the start date of the agreement be amended to August 1, 2014 from the original start date of October 1, 2014.

Communication Plan/Notice By-law Requirements:

Mayor and Clerks Office; Recreation Services Manager; Finance and Administration; Kyla Garrow

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2014**

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	195295	186497	248794	270818	245075								1146479
Maximum Daily Influent Flow	m ³ /day	7822	8775	10059	11671	8790								47117
Minimum Daily Influent Flow	m ³ /day	5277	5889	6532	7655	6920								32273
Average Daily Influent Flow	m ³ /day	6300	6661	8026	9027	7906								37920
Maximum Daily Instantaneous Influent Flow	m ³ /day	18722	18720	18437	18654	19226								93759
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	182996	173656	233343	254575	228915								1073485
Maximum Daily Effluent Flow	m ³ /day	7513	8199	9418	10903	8418								44451
Minimum Daily Effluent Flow	m ³ /day	4996	5499	6072	7255	6228								30050
Average Daily Effluent Flow	m ³ /day	5903	6202	7527	8486	7384								35502
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	5	4	4								22
Number of Treated Samples Taken		5	4	5	4	4								22
Number of Distribution Samples Taken		30	24	30	24	24								132
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		6	22	23	43	10								104
<u>Callouts</u>														
Major		0	0	0	0	0								0
Minor		1	1	2	5	10								19



June 27, 2014

City Council Committee Report

To: Mayor & Council

**Fr: Richard Perchuk, Operations Manager
Marco Vogrig, Municipal Engineer**

**Re: Traffic By-Law Amendment - Accessible Parking - Main Street South -
West Side**

Recommendation:

That the request for an accessible parking stall on the west side of Main Street South, fronting 102 Main Street South (Penner's Jewellers), not be recommended for reasons of safety due to the parking stall being located in a drainage low point and diagonal accessible parking stalls are considered safer than parallel stalls, which two (2) diagonal accessible stalls are available directly across the street from the requested stall.

Background:

The City received a request to reinstate the accessible parking space that was removed in front of Penner's Jewellers during the Downtown Revitalization (DTR) works on Main Street South. In 2009 the City addressed a similar request which was brought forth by the Accessibility Advisory Committee. The reasons provided were that those with limited mobility were finding it difficult and inconvenient to cross the street to access the financial institutions located on the west side of Main Street South, via the two (2) accessible stalls located on the east side fronting 101 Main Street South (King Furniture), see attached location drawing.

At that time the Operations Department discouraged the reinstatement of the space due to the following reasons. Reinstating the parking space, parallel in this location, will cause those with limited mobility to exit their vehicles into the southbound lane of traffic. The southbound lane was narrowed with the DTR to allow for extra width to accommodate diagonal parking along the east side. The grade fronting Penner's Jewellers is a low point catch basin area and becomes an icy area in colder temperatures and water inundated during heavy rains. A curb cut in this area, required for accessible parking spaces, would cause flooding of the adjacent businesses, as the curb guides surface drainage into the storm system.

It is for the reasons mentioned above that locating an accessible parking stall in this location cannot be supported by the Operations Department.

Budget: 2014 Operating Budget




Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, M. Vogrig, P. Van Walleghem, K. Robertson, O.P.P.



DISABLED PARKING SPACES ON STREETS AND MUNICIPAL LOTS IN THE DOWNTOWN KENORA BUSINESS AREA

-  Existing disabled spaces
-  Removed in 2012
-  New spaces in 2012



June 27, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Rick Perchuk, Manager of Operations &
Heather Kasprick, Manager of Legislative Services**

RE: Temporary Disabled Parking Stall for Elections

Recommendation:

That Council give three readings to a by-law to amend City of Kenora Traffic Regulation By-law 127-2001 to include the following amendments to Schedule "K" - Disabled Parking Spaces on Streets and Highways – Main Street South:-

Column 1 STREET	Column 2 LOCATION	Column 3 SIDE	Column 4 TYPE OF PARKING	Column 5 # OF SPACES
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ADD

Main Street South	From 40.8 metres north of McClellan Avenue, northerly for 7.3 metres; and	East	Parallel	1
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That this amendment be implemented on "a temporary basis only" for the period starting October 20, 2014 to and including October 27, 2014 to cover the duration of the Municipal Election.

Background:

In preparation for the Municipal Election a barrier free parking space is required on Main Street South in front of City Hall, while the Revision Centre (Council Chambers) is open to the public, to provide a more convenient location for electors attending Council Chambers, in keeping with legislation for 'an accessible election mandate.'

It is recommended the parking space closest to the entrance into the City Hall parking lot be established (so a curb cut-out is not required), from Main Street South, and be converted to a barrier free space, on a temporary basis only.

It is further recommended that the barrier free space be "temporary" starting October 20, 2014 and removed by October 27, 2014.

Budget: N/A

Communication Plan/Notice By-law Requirements:

R. Perchuk, M. Vogrig, G. Henley, By-Law Enforcement, O.P.P – Bylaw & Resolution



CITY OF KENORA
MUNICIPAL OFFICE

Main Street South

McClellan Avenue

MAIN STREET SOUTH



Proposed Temporary Disabled Parking

July 2014

Meters

0 5 10 15 20



June 27, 2014

City Council Committee Report

To: Mayor & Council

**Fr: Richard Perchuk, Operations Manager
Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, Water Treatment Plant
Gord St. Denis, Wastewater Treatment Plant**

Re: 2014 Water & Wastewater Systems Monthly Summary Report - May

Recommendation:

That Council of the City of Kenora hereby accepts the May 2014 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by Biman Paudel, Water and Sewer Supervisor, Ryan Peterson, Water Treatment Plant Operator and Gord St. Denis, 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 2014 Water and Wastewater Systems Monthly Summary Report for May.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, B. Paudel, R. Peterson, G. St. Denis

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

May 2014

Prepared by: Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, ORO, Water Treatment Plant
Gord St. Denis, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of May 2014 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 5th
- May 12th
- May 20th
- May 26th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Rebuilt pre and trim chlorinator injectors.
- Changed oil and performed maintenance on sludge pump.
- Emptied and cleaned north alum bulk tank.
- Installed new alum dosing pump.
- Rebuilt air bleed valve for pump 2 at Zone 4 booster.

2.4 Training

- There was no training in May.

2.5 Water Quality Complaints

There was one water quality complaint in the month of May. Resident complained of dirty brown water. Upon investigation there was no chlorine residual at residence. Adverse was reported and area was flushed until residual was restored to normal levels. Residual was monitored afterwards and hydrant in area was flushed periodically. Suspected frozen water main may have created dead end in area.

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 moved two curb boxes inside sidewalk at: 625-627 Third Street South.
- May 4 - Dug and repaired watermain break at: 1133 Hillside Crescent.
- May 7- Dug and repaired service break at: 428 Rabbit lake Road.
- May 16 - Dug and repaired watermain break at: 501 Portage Street
 - Dug and repaired watermain break at: top of Superior and Portage Street.
- May 22- Dug and repaired service leak at: 1522 Pine Portage Road.

3.1.2. Wastewater Collection

- May 3 - Steamed and thawed blocked sewer at: 710 Fifth Street South.
- May 5 - Flushed plugged sewer main in between: 21 and 25 Main Street Rideout.
- May 6 - Repaired grinder pump at: 10 Universal Drive.
- May 8 - Installed manhole odor eliminators on two manholes at: Rabbit Lake Road near log cabin restaurant
 - Rodded plugged sewer at: 214 Fourth Street North.
- May 16 - Replaced grinder pump at: 3 Glen Cameron Drive.

- May 20 - Rodded plugged sewer at: 213 Fourth Avenue South.
- May 26 - Dug and repaired sewer at: 213 Fourth Avenue South.
- May 28 - Rodded plugged sewer at: 121 Minto Crescent
- Flushed sewer at: 1032 Ninth Street North.
- May 30 – Rodded plugged sewer at: 136 Third Street North.

3.1.3. **Water Thaws:** City Property – 3 Private Property – 0

3.2 Training

- May 30 – Ray Lunam and Mike Derouard went to Dryden for their MOE’s certification exams.

3.3 Water Quality Complaints

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

- The complaint was related to water clarity. For further detail see Item 2.5.

3.4 Boil Water Advisory(s) - 2014

Date and Location:

- May 4th - 21 residents at: Hillside Crescent.
- May 12th - All the campers and water users: Anicinabe Park (summer service).
- May 16th - 3 residents at: Superior Street
- 3 residents at: Portage Street.
- May 22nd - 3 residents at: Mikado Avenue (summer service).
- May 26th - All residents on: Coney Island (summer service).
- May 29th - All the campers and water users: Anicinabe Park (summer service).

3.5 Other Information

Summer service on Coney Island was resumed. Dave King got his MOE Class I certifications for Water Distribution and Wastewater Collection.

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 22nd, 2014 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 78 [mg/L]

- b. Total BOD Final Effluent: 3.0 - limit is 25[mg/L].
- c. Total Suspended Solids Raw Sewage: 84 [mg/ L]
- d. Total Suspended Solids Final Effluent: 3 [mg/ L] - limit is 25 [mg/L]

- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on May 7, 14, 21, 28 - Results: Organisms/100 ml
 - a. Geometric Means Total of 25.1
 - b. 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 25.1, which is well within the limit of 200. Plant reduction of BOD is 96% and of suspended solids is 96%.

4.3 Maintenance

- 4.3.1. Repaired water line to press #1.
- 4.3.2. Repaired booster pump water line.
- 4.3.3. Changed both belts on #1 filter press.
- 4.3.4. South screw pump – rebuilt 100 HP motor.
- 4.3.5. Cleaned both clarifier weirs.
- 4.3.6. Repaired sludge line on north truck storage.
- 4.3.7. Repaired east supernatant draw off line.
- 4.3.8. Ordered sump pump for # 100 building.
- 4.3.9. Cleaned air filters on # 400 building blowers.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- 4.5.1. May 12th, 2014 – Health and Safety Inspection was performed.

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2014**

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	195295	186497	248794	270818	245075								1146479
Maximum Daily Influent Flow	m ³ /day	7822	8775	10059	11671	8790								47117
Minimum Daily Influent Flow	m ³ /day	5277	5889	6532	7655	6920								32273
Average Daily Influent Flow	m ³ /day	6300	6661	8026	9027	7906								37920
Maximum Daily Instantaneous Influent Flow	m ³ /day	18722	18720	18437	18654	19226								93759
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	182996	173656	233343	254575	228915								1073485
Maximum Daily Effluent Flow	m ³ /day	7513	8199	9418	10903	8418								44451
Minimum Daily Effluent Flow	m ³ /day	4996	5499	6072	7255	6228								30050
Average Daily Effluent Flow	m ³ /day	5903	6202	7527	8486	7384								35502
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	5	4	4								22
Number of Treated Samples Taken		5	4	5	4	4								22
Number of Distribution Samples Taken		30	24	30	24	24								132
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		6	22	23	43	10								104
<u>Callouts</u>														
Major		0	0	0	0	0								0
Minor		1	1	2	5	10								19

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2014

		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.	142,528	137,211	191,815	419,112	430,462									1,321,128
Maximum Daily Influent Flow	m ³ /day	5,997	6,583	8,885	22,642	26,535									70,642
Minimum Daily Influent Flow	m ³ /day	3,526	4,000	5,095	6,407	9,813									28,841
Average Daily Influent Flow	m ³ /day	4,597	4,900	6,187	13,970	13,885									43,539
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	182,301	176,061	238,125	449,349	451,366									1,497,202
Average Daily Flow	m ³ /day	5,880	6,287	7,937	14,978	14,560									49,642
Samples															
Weekly Bacteriological --ALS Labs		5	4	4	5	4									22
Number of Raw Samples Taken		1	1	1	1	1									5
Number of Treated Samples Taken		6	5	5	6	5									27
Geometric Means (Bacti Samples)		18.7	33.1	6.22	85.1	25.1									168
Sludge Hauled to Landfill	yds/mon.	300	344	405	315	345									1,709
Callouts															
		9	2	3	0	8									22



June 18, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Deeming of Lots – Plan M39 Lots 273, 274, 275

Recommendation:

That all the lands contained within the boundaries of Lots 273, 274 and 275, on Registered Plan of Subdivision M39, in the City of Kenora, be deemed not to be lands described in accordance with a registered plan of subdivision for the purposes of Section 50(4) of the Planning Act, RSO 1990; and

That in accordance with the provisions of the Planning Act, the by-law shall come into force and take effect on the final passing thereof by the Council of the Corporation of the City of Kenora and upon registration of this by-law in the Land Titles office for the District of Kenora; and

That the Applicant shall be responsible for all costs associated with such registration; and further

That the Mayor and Clerk be and are hereby authorized to execute any and all documents required to complete this transaction.

Background:

In June of 2014, the property owner approached the City with a request to deem three lots on a plan of subdivision in order to develop the lots as one. Deeming the three lots not to be lands within a plan of subdivision would eliminate the lot lines, for ownership purposes.

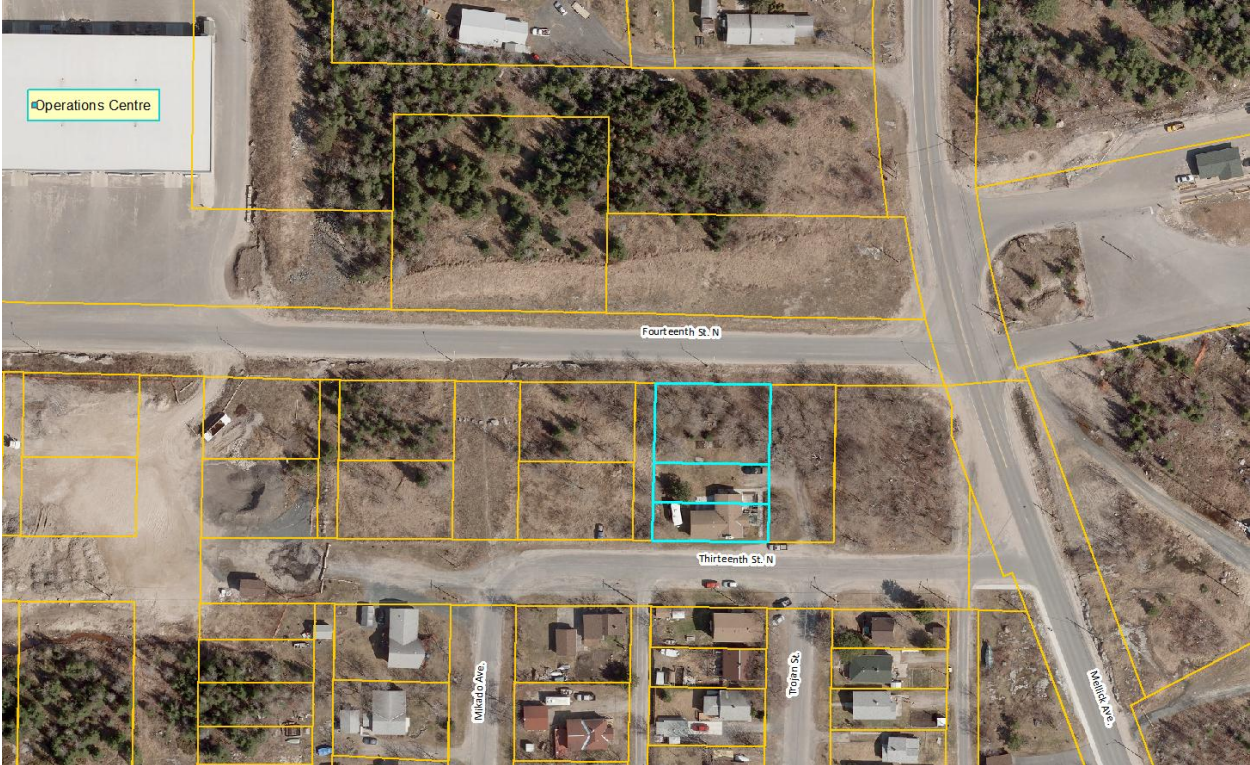
The subdivision has been in existence for in excess of eight years and therefore the application is eligible under the provisions of the Planning Act.

Comments received from other departments:

Department	Comments
Kenora Hydro	No objections received
Operations	No objections received
Engineering	No objections received
Planning	No objections – will construct garage

Budget: Costs to be borne by applicant.

Communication Plan/Notice By-law Requirements: By agenda on Property and Planning, Council, Municipal Solicitor, Owners' Solicitor, Engineering (GIS), Planning, Building



June 18, 2014



City Council Committee Report

To: Mayor & Council

Fr: Tara Rickaby, Planning Administrator

Re: Delegation of Authority – Merger Agreements

Recommendation:

That Council of the City of Kenora hereby delegates authority to the Manager of Property and Planning to execute merger agreements on behalf of the City of Kenora; and further

That By-law Number 99-2013 be amended to authorize the delegated authority, by removing the following clause: "which are conditions of approval of applications approved by the City of Kenora Planning Advisory Committee".

Background:

In September of 2013, Council delegated authority to enter into merger agreements to the Property and Planning Manager, in circumstances where the Kenora Planning Advisory Committee has made the agreement a condition of approval.

Currently, the CAO has delegated authority to enter into merger agreements in all circumstances.

In order to ensure that there is always a staff member, with delegated authority, available to the public and law offices, it would be a best practice to have a minimum of two members of the staff with the authority to execute an agreement on behalf of the City.

Prior to 2011, the Registrar of Land Titles would register lands, under Section 118 of the Land Titles Act, so that multiple pieces of property had to be dealt with as a whole ie. they could not be conveyed separately. An example of when this tool might be used was if there was a sliver of land that provided access to a water body, across the road from the subject property but owned by the same property owner. In order to ensure that there was always access to that waterbody, the lands would be "tied" under Section 118.

In 2011, the Registrar notified law offices, MMAH, municipalities (when they were ready to register lands) that this practice was no longer acceptable as it meant that Land Titles was enforcing the Planning Act. Although this is very debatable, alternate methods had to be found. A merger agreement has been deemed, by the Municipal Solicitor (and accepted by the Registrar) to be an acceptable alternative. The crux of

the agreement is this clause:

3. That the lands described in Schedules "A" and "B" shall be conveyed, encumbered, dealt with and disposed of together and deemed for the purposes of the Planning Act to be one lot or parcel of land.

The agreement is between the municipality and the landowner, and is registered on title. It therefore encumbers the property. The CAO is currently the only signing authority, beyond Council, authorized to sign the agreement. Because the agreements are a condition of approval of (generally) consent, there are time lines which must be met. These timelines usually do not coincide with Council meetings etc. and the CAO executes them. It would be more efficient to have to signing authorities for this type of agreement, in case the CAO is not available.

Budget: N/A - Registration costs are borne by the Developer

Communication Plan/Notice By-law Requirements: Notice by agenda of Property and Planning Committee and Council, Law Offices, Clerk's Office

July 2, 2014

City Council Committee Report



To: Mayor & Council

Fr: Charlotte Caron, Manager of Property and Planning

Re: Exempt Property from Part Lot Control

Recommendation:

Whereas the Council of the Corporation of the City of Kenora deems it necessary to designate certain lands on a registered plan not subject to Part Lot Control in the City of Kenora; and

Whereas authority is given to Council by s.50(7) of the Planning Act, R.S.O. 1990. c.P13, as amended, to pass by-laws to exempt certain lands from lot control;

Therefore Be It Resolved that Council give three readings to a by-law to enact the following:

1. Subsection 50(5) of the Planning Act, R.S.O. 1990, c.P13, as amended, shall not apply to the lands described as part of Lot 14, Con 6, Jaffray, now City of Kenora, District of Kenora, designated as Parts 1-5, Plan 23R12279, for the purpose of making Parts 1-5, Plan 23R12279 not subject to part lot control but any further division of any part of the property will be subject to the Planning Act.

Background:

The City is selling Plan 23R12279 Pts 1-5 to Shaun Stevenson. The City had a reference plan prepared showing the five parts. It was the City's intent to transfer the five parts. The City used a reference plan and not a plan of subdivision, which the City has the authority to approve. The City was advised today by the Municipal Solicitor that while the City is exempt from the Planning Act, it would not be best practice to grant consent and stamp any transfer without following the City's standard procedure. To prevent the five parts from merging on title the Municipal Solicitor has proposed exempting the property from part lot control Section 50(7) of the Planning Act. Further division of the property would be restricted so that, as an example Part 1, could not be further divided into two pieces without approval for severance. No notice is required.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Planning Administrator, Law Office, Clerk's Office



July 8, 2014

City Council Committee Report

TO: Mayor and Council

FR: Dennis McDermid, Economic Development Intern

RE: Municipal Approaches to Affordable Housing

Recommendation:

That Council of the City of Kenora accepts the *Kenora Affordable Housing Report (2014)* and considers the recommendations within the report.

Background:

The availability of affordable housing options in Kenora has become a growing concern within the community.

The Lake of the Woods Development Commission identified the dearth of affordable housing in Kenora as a barrier to business and community growth in their 2014 Business Plan. The *Kenora Affordable Housing Report (2014)* was developed as one of the deliverables within the 2014 Business Plan.

During the City of Kenora's Strategic Planning Process, a community survey was undertaken and received over 1800 responses from an online survey. The community surveys identified lack of affordable housing as one of the top three issues facing Kenora and its future progress.

Housing is not a primary function of municipal government; however municipalities can influence the production and availability of affordable housing through various methods. Municipalities can play a major role in facilitating an increase in diverse and affordable housing options by offering support for affordable housing initiatives through advocacy, education, zoning, planning and regulatory measures, efficiency in approval processing, rental housing loss prevention and fiscal actions.

In 2011, there were 6520 occupied dwellings in Kenora. Of these households, 4660 (71%) were owned and 1860 (29%) were rented. Furthermore, the National Household Survey (NHS) indicated that within Kenora 1350 (20.7%) households were spending more than the 30% threshold of income on shelter costs. This threshold of households spending more than 30% breaks down to the amount of home owners at 11.7% and the amount of rental tenants at 43.4%.

Kenora's housing market is facing an increase to the average market price of homes, an increase in demand resulting from available low interest rates and population growth that is out scaling the production of new home builds. The production rate of housing in Kenora is at 66.7% of the required production rate to maintain adequate housing based on a 2018 population estimate of 16,019 and the occupancy rate of 2.3 residents per occupied household.

Average home prices in Kenora have climbed from \$172, 060 in 2006 to a current estimate of \$255,594. This translates to an increase of 48.5% in 8 years. Kenora's proportion of single-detached housing units is above average in comparison to Canadian Provincial averages with 78.3% of occupied households being single-detached dwellings. As the City grows in population the proportion of single-detached dwellings should be monitored to ensure that higher density housing options will be made available.

Municipal measures commonly used to increase affordable housing options include increasing density in appropriate areas, creating housing provisions in the Official Plan, permitting Secondary Suites and other dwelling types in single family residential zones, implementing conversion policies to maintain high density housing types such as apartments, density bonusing under the Planning Act, leasing of municipally owned properties, inclusionary development standards for large development projects, infilling projects, establishing a housing reserve fund, trust fund or community land trust.

Affordable housing is a complex problem. Therefore, it is the recommendation of the Property & Planning and Economic Development departments that City Council takes a multi-faceted approach to addressing the issues and working towards a solution. Actions that can be taken by municipality include:

1. Adopt a definition of affordable housing for Kenora:

Affordable Housing consists of housing options combined with shelter costs that do not exceed more than 30% of a household's gross annual income.

The community's affordable housing needs can be communicated better once a concise definition is in place. Defining affordable housing also allows for proactive solutions aimed at particular issues that can be identified with a better understanding of affordability within the community.

2. Support actions of the Property & Planning Department for the provisioning and allowance of more diverse housing types within the City to increase the availability of alternative living conditions. Broadening housing options that are permitted within the community will allow for a range of alternative housing options, which will allow the private sector to produce housing that can accommodate for affordable housing needs.
3. Support efforts of the Property & Planning Department through initiatives involving or implementing intensification actions, increasing zoning density within select areas of the city, utilizing the Community Improvement Plan area, promoting

sustainable housing practices and implementing inclusionary zoning in combination with density bonusing as an incentive, typically for major developments, for the purpose of expanding affordable housing options. Zoning is a powerful tool that can be used by the Property & Planning Department to encourage affordable housing options aimed at lower income brackets.

Establishing measurable community goals can assist in monitoring and promote action in attaining affordable housing options within the community. Voluntary inclusionary zoning practices can accomplish the promotion of goals and contribute to attaining the goals by providing predetermined proportions of affordable housing in large developments.

Increasing density and intensification is often the most common method of encouraging affordable housing options. Emphasis should be placed on zoning that allows for producing dwelling units that are sustainable in close proximity to public transportation supports. This ensures that residents have access to more cost effective utilities and major transportation services. Purpose built sustainable housing is often more efficient and thereby more cost effective for utilities and other expenses relating to cost of living; this is crucial for affordability in areas with a dynamic climate such as Kenora.

4. Explore the potential sale, option or lease of City owned land and direct the Economic Development, Property & Planning to actively market and promote these lands as available development sites to affordable housing developers. Efforts should be made to promote new developments, particularly those that are sustainable, and increase the current residential density through re-zoning. Developers should be made aware of potential incentives for supplying affordable units such as grants through CMHC or a Community Improvement Plan.
5. Direct Economic Development and the Property & Planning to seek funding for the production of a Housing Needs Gap Analysis Feasibility Study that will address the unique development challenges Northwestern Ontario, and an Official Housing Strategy. The production of a Feasibility Study and an Official Housing Strategy will provide more in depth analysis of Kenora's unique housing needs and supply detailed approaches to addressing the issues that have been identified.
6. Continue to communicate and collaborate with local Non-Profit Housing Corporations, the Kenora District Services Board, and other related organizations such as Habitat for Humanity. Increasing advocacy efforts for action on affordable housing by senior levels of government can show support for these local providers. Council can play a major role in educating the local community through public communication by standing Committees and the availability of publications highlighting efforts and resources for affordable housing in City facilities.

The upcoming Official Plan, Zoning and By-Law Review provides Council with an excellent opportunity to include provisions that address affordable housing as recommended by the Property & Planning Department.

Budget:

The recommendations within the *Kenora Affordable Housing Report* call for the production of a *Housing Needs Gap Analysis* and an *Official Housing Strategy*. The cost to produce these documents has yet to be determined. External funding would be pursued to reduce the financial commitment of the City of Kenora.

Communication Plan/Notice By-law Requirements:

EDO, Planning Administrator, Building Department



21 March 2014

City Council Committee Report

TO: Mayor and Council

**FR: Joanne L. McMillin, City Clerk
Karen Brown, CAO**

**RE: License Extension and Amending Agreement – 1125 Highway 17 East
(former KPS Building)**

Recommendation:

That further to Council entering into an agreement under authority of By-law Number 10-2013 on the 19th day February 2013 with the Minister of Infrastructure, authorization is hereby given for the Corporation of the City of Kenora to enter into a license extension and amending agreement with the Minister of Infrastructure for municipal property located at 1125 Highway 17 East under the terms and conditions set out in the license extension agreement dated February 18, 2014, being an amendment to the original license; and

That this license agreement be hereby extended for a further term of five (5) years commencing July 17, 2014 and ending on July 16, 2019; and further

That Council give three readings to a by-law to amend By-law Number 10-2013 to authorize the execution of a license extension and amending agreement with the Minister of Infrastructure for this purpose.

Background:

The City has received notice from Ontario Infrastructure and Lands Corporation that it wishes to exercise its option to extend the Term of the License for a further period of five (5) years, in keeping with Section 7.11 of the original agreement that is due to expire in July and which will be in effect from July 17, 2014 to July 16, 2019. The agreement will be under the same terms and conditions provided by By-law Number 10-2013 with only minor amendments to confirm no additional term, and amendments to the contact provisions for notice. The CAO on behalf of the City confirmed acceptance of the terms in via email; the documents have now been received for execution.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

L. Kitcher, Transportation Coordinator, CBRE Limited, Ontario Infrastructure and Lands Corporation (Sudbury and Toronto Offices), C. Edie, Treasurer, C. Caron, Property & Planning Manager, J. Nabb, Facilities.



July 3, 2014

**City Council
Committee Report**

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Food Vendors at Kenora Harbourfront - Revised

Recommendation:

That further to a call for proposals for the City's 2014 Mobile Food Program by the Property & Planning Department, Council of the City of Kenora hereby receives the following request submitted for the Kenora Harbourfront:

- Serendipity Hawaiian Shaved Ice; and

That in accordance with the Request for Proposal, Council hereby accepts the above food vendor to operate at the Kenora Harbourfront for the 2014 season; and

That three readings be given to a by-law authorizing the Mayor and Clerk to execute the required contract for the vendor; and further

That By-law Number 30-2014 be hereby repealed.

Background:

On January 7, 2014 the Council of the City of Kenora authorized the Property and Planning Department to proceed with a request for proposals for food vendors at the Kenora Harbourfront and Discovery Centre. Three proposals were received for the Kenora Harbourfront and all three were deemed to be acceptable as per the RFP and accepted by council in March of 2014. Unfortunately, for personal reasons, the previously approved vendor, Twisted Perogy is unavailable. Serendipity Hawaiian Shaved Ice has stepped forward to fill this space.

Impact to Budget:

Revenues received from the vendors for leased space and access to electrical services will be used to offset expenses for running the related facilities.

Communication Plan/Notice By-law Requirements:

Clerk/Facilities/Manager, Property & Planning/Lake of the Woods Development Commission