



City of Kenora

Committee of the Whole Agenda

Tuesday, March 9, 2021

9:00 a.m.

Virtual Attendance

Council will be meeting electronically as permitted by the City of Kenora Procedural bylaw. Citizens and our Media Partners are encouraged to attend the virtual meeting via the Public Live Stream Event at:

<https://video.isilive.ca/kenora/>

A. 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 March 16, 2021 meeting:-

- Establish tax ratios and tax rates for 2021
- Authorize budget amendments for the following:
 - \$90,000 to be funded through the Parkland Reserve to prepare the grounds, install fencing and develop trails in the park for the development of an off-leash dog park
 - \$3,600 to modify the scope of the Five Year Economic Development and Tourism planning project to allow for additional work related to monitoring and evaluation
 - \$23,000 to be funded from the Roads Reserve to increase the funds for the 2021 Urban Street and Highway Line Painting works project

Blessing & Land Acknowledgement

- Councillor Smith

B. Declaration of Pecuniary Interest & the General Nature Thereof

- 1) On Today's Agenda
- 2) From a Meeting at which a Member was not in Attendance.

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held February 9, 2021 and the Special Committee of the Whole meeting held January 29, 2021 and February 16, 2021 be confirmed as written and filed.

D. Deputations/Presentations

- Carolyn Hudson, Kenora Seniors Coalition – Central Park Rezoning
- Wes Manulak – Lake of the Woods Soccer Association – Financial Assistance

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. 2020 Capital & Unusual Spend
- 1.2. January 2021 Financial Statements
- 1.3. 2021 Tax Rates & Ratios

2. Fire & Emergency Services

Item Subject

- 2.1 Closing Ontario Fire College Informational Report

3. Operations & Infrastructure

Item Subject

- 3.1 2020 Kenora Drinking Water System Summary
- 3.2 Budget Amendment & Tender Award – 2021 Line Painting
- 3.3 Repair Works Beggs Arch Culvert & Lajeunesse Bridge Tender

4. Community Services

Item Subject

- 4.1 Budget Amendment – Off Leash Dog Park
- 4.2 Kenora Condominium Corp No. 2 Lease Renewal

5. Development Services

Item Subject

- 5.1 Agreement of Resolution LPAT File PL190146
- 5.2 Application to Skills Development Fund
- 5.3 Budget Amendment Economic Development & Tourism Strategy
- 5.4 Municipal Modernization Funding
- 5.5 Waterpower Day Charter & Proclamation

Other:

12:00 p.m.- D09-21-01 & D14-21-01 Official Plan Amendment & Zoning By-law Amendment

Next Meeting

- Tuesday, April 13, 2021

Motion - Adjourn to Closed Meeting:

That this meeting now be adjourned to a closed session at _____ a.m.; and further

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

- i) Educating & Training Members of Council (2 matters-Team Kenora Update, Wildlife Management Education)
- ii) Labour Relations (1 matter-CAO Performance Review)

Adjournment.



March 1, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: 2020 Capital and Unusual Spending

Recommendation:

That Council hereby accepts the 2020 Capital and Unusual Spending report.

Background:

Attached for your information, please find the summary expenses for Capital and Unusual spending by project to the end of December 2020. Actual outcomes are compared to the Capital and Unusual Spending budget for 2020. Budget amendments have also been recorded in the report. The funding of the budget overages have been explained in the report notes.

Budget:

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

Risk Analysis:

The risk is positive in that the Capital and Unusual Spending budgets are being monitored and that overages are covered in a fiscally responsible manner.

Communication Plan/Notice By-Law Requirements:

For information only.

Strategic Plan or other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.



February 28, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: January 2021 Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at January 31, 2021.

Background:

Attached for your information, please find the January 2021 summary expense and user fee statements for the City of Kenora and the Council department. At the end of January, the year is 8.33% complete, and there should be 91.67% of the budget remaining.

Overall:

- Expenses at the end of January 2021 are below budget with 95.72% remaining to be spent. Water & Sewer 95.76% and Solid Waste 94.45% left in the budget.
- User fee revenues to the end of January 2021 are behind the budget with 96.55% left to collect. Water & Sewer 91.82% and Solid Waste 93.35% is left to collect at the end of January.

Expenditures:

- **General Government** - The General Government expenses to date are below budget with 93.31% remaining in the budget.
 - Expenses overall in the General Government are less than last year at the end of January. Last year there was 6.5k spent in Council travel in January, with none currently in 2021. Also FCM membership dues were paid in January in 2020.
- **Protection** – The Protection expenses are below budget with 97.86% remaining in the budget.
 - **OPP** – The OPP payment for January did not get posted until early February and is therefore not showing in these expenses. One month's payment to OPP is \$539,291.
 - **Police Building** – Budgeted less than prior year as it is expected that this will be sold within the year.
 - Most of the other departments in Protection are comparable to the 2020 spend in January.

- **Transportation** – The Transportation Department expenses to date are under budget with 95.49% remaining in the budget.
 - **Loosetop Roads** – No work done on loosetop roads in January.
 - **Winter Control Maintenance** – Winter control maintenance is under budget at the end of January with 94.46% remaining. However sand and salt usage has not yet been recorded for January, and the usage of our vehicles has not yet been recorded for the month. Last year, sand and salt materials was equal to \$38,140 in January.
 - **General vehicles and equipment** – Recoveries for January still need to be recorded.
 - **Engineering** – Expenses are lower than actual spend in January last year as 2020 included a 3 yr renewal of Autodesk Software.

- **Environmental** – The Environmental Department expenditures are under budget with 98.82% remaining. 95.76% left in the budget in Water & Sewer and 94.45% remaining in Solid Waste.
 - **Blue box collection/Recycling Facility** – Rental of own equipment has not yet been recorded for January which is the difference from prior year actuals.

Water & Sewer – Overall Water & Sewer expenses are below budget at the end of January.

 - **Sanitary System/Waterworks** – Expenses are comparable to prior year actuals at the end of January.

Solid Waste – Overall solid waste is below budget but close to prior year spending.

 - **Kenora Area Landfill** – Lower than prior year actual due to rental of own equipment not yet recorded for January.

- **Health Services** – Health Services are close to budget in January as the first months levy for the Northwest Health Unit and Land Ambulance has been paid.
 - **Cemetery** – No payment recorded yet for January. The budget is significantly higher in 2021 to be in line with prior year actuals.

- **Social and Family Services** – Social and Family Services is currently under budget as the first payment for Pinecrest Home for the Aged has not yet been remitted. Payment due dates for Pinecrest are typically April 1st, June 1st and Sept. 1st. We have not yet received The Kenora Home for the aged levy amount for 2021.

- **Community Services** – Overall Community Services expenses are below budget with 95.47% remaining.
 - **Parks/Anicinabe/Coney/Norman/Harbourfront/Ballfields** – All seasonal departments not expected to have much expenses in January. Expenses are under budget but currently comparable to prior year actuals.
 - **KRC Complex** – Currently under budget and behind last years expenses. In January 2020 there was significant repair work completed, which is reason for the actual variance from year to year.
 - **Thistle & KM Arena** – Expenses are below budget and below prior year actuals, as expected with the arenas being closed for the entire month of January.

- **MSFC Pool** – Expenses are below budget and below last year’s spending for the month of January as expected with the recreation centre closed for the entire month.
- **Planning & Development** – Planning & Development expenses are closer to budget with 93.31% remaining in the budget. With the exception of below, most departments in Planning & Development were comparable to prior year actuals.
 - **Planning Operations** – Planning Operations expenses are slightly higher than last year at the end of January, this is expected as last year in January we did not have a full time City Planner.
 - **Starter Company** – The variance between 2021 and 2020 actuals is due to grants that were paid out in January 2021.
 - **Labour Action Centre** – These expenses are fully funded and we will expect this 1 year program to wrap up May 31, 2021.

User Fees:

- Overall, user fees are below budget projections with 96.55% remaining to be collected at the end of January.
- **General Government**
General Government overall is closer to budget with 93.83% left to collect at the end of January.
 - **City Clerk** – Under budget and below last year’s revenues in January. COVID had not yet affected City clerk revenues at that time. Marriage licenses in January 2020 were already \$1,400.
 - **Finance and Administration and Rentals** – Comparable to prior year actuals at the end of January.
- **Protection to Persons and Property**
Protection to Persons and Property is below budget at the end of January with 95.78% remaining.
 - **Fire Department** – At the end of 2019 there was significant Fire Marque revenues that were receivable. This receivable was reversed in January 2020 but the revenues were not recorded until March, causing the negative number in January 2020.
 - **Building Inspection** – Building inspection close to budget with 92.52% remaining in the budget. This is ahead of last year at this time. Building inspection revenues can vary from month to month as they are dependent on development in the community.
 - **Provincial Offences** – These revenues are recorded on a quarterly basis and are dependent on fines assessed in the area.
- **Transportation Services**
Transportation user fees are under budget with 93.87% remaining.
 - **Conventional Transit** – Lower than prior year at the end of January. This is expected as COVID did cause a decline in ridership, and in January 2020 COVID had not yet affected this.
 - **Metered parking** – In 2020 we saw that COVID caused reduction in traffic and parking, we see this in January as we moved into a stay-at-home order. Comparing January 2020 actuals to January 2021 we see a difference of \$22,835.

- **Environmental Services**

Environmental services user fees are under budget with almost all of the revenues remaining. 91.82% of Water & Sewer User fees are also still to be collected and 93.35% of Solid Waste User fees.

- **Blue box collection** – These revenues are recorded on a quarterly basis and therefore don't have anything yet for January.

Water & Sewer

- **Water and Sewer** at the end of January we still have the accrual to be recorded for the 2020 year end which will move some of the amounts billed in 2021 that were for 2020.

Solid Waste

- **Garbage Collection** – Bag Tag sales higher in January 2021 than January 2020 in line with the bag tag sales trend in 2020.
- **Transfer Facility** – Tipping fees currently lower than budget. Stay-at-home order in January could have had an effect on this.

- **Community Services**

Community Services are below budget with 99.48% left to collect. This was expected with all departments in the recreation centre, as the entire building was closed for the month of January. The other departments in Community Services are seasonal and typically don't see revenues until the summer months.

- **Planning and Development**

Planning and Development user fees are under budget with 97.35% remaining to be collected. User fees in planning and development vary from year to year and depend on activities and developments in the community. Much of the revenues in Planning and Development come from our tourism departments and these don't typically see revenues until the summer months.

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

Strategic Plan or other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

ERM Assessment: Monitoring financial statements on a monthly basis mitigates some of the uncertainty related to projected costs vs actual expenditures.



March 1, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: 2021 Tax Ratios and Rates

Recommendation:

That Council hereby adopts 2021 Starting Tax Ratios for 2021 as there was no re-assessment and Revenue Neutral Tax Ratios are not available; and

That Council hereby provides three readings to the following By-laws:

A By-law to set tax ratios and to set tax rate reductions for prescribed property classes and subclasses for municipal purposes for the year 2021; and

A By-law to adopt the estimates for all sums required for the year, to establish rates to be levied for same and to provide for penalty and interest in default of payment thereof for 2021; and further

That in accordance with Notice By-law #144-2007, public notice is hereby given of Council's intention to set tax ratios and tax rates for 2021 at its March 16, 2021 meeting.

Background:

Revenue Neutral Tax Ratios

In any given year, the City has a number of tax policy decisions available. Revenue Neutral tax ratios allow the City of Kenora to retain the same distribution of taxes between property classes that existed in the prior year, even with re-assessments. The year 2021 would have marked the first year of the mandated re-assessment of current value assessment. However due to COVID the planned re-assessment for 2021 was deferred and as part of Ontario Regulation 385/85, Revenue Neutral Ratios are not permitted for 2021. However, because the assessments for all properties that did not have a physical change are the same as 2020, our 2021 starting ratios would be close to matching the revenue neutral ratio. We have chosen to adopt the 2021 starting tax ratios as this reduces the burden on our residential class by maintaining the ratios for our commercial and industrial classes.

Council has selected to make use of this tax tool in 2021. This has means that the commercial classes still exceed the Provincial range of fairness and therefore this class became subject to levy restrictions and only 50% of the increase in tax rate can be adopted for these classes as stated below.

50% Flow-Through for Levy Restricted Classes

Another option the City has available is to pass on 50% of any tax increase to the levy restricted classes.

In 2021, the commercial classes are subject to levy restrictions due to the implementation of our 2021 starting tax ratios. It is recommended that 50% of the tax increase be passed on to these classes.

Vacant Excess Land Subclasses

In 2021, the tax reductions for vacant land, units, and excess land have been reduced to 0% for the commercial, and industrial property classes.

Sources of Financing:

There is no cost related to passing these by-laws. These are the by-laws that enable the municipality to levy municipal property taxes within the City for 2021.

Communication Plan / Notice By-law Requirements:

Notice will be provided in accordance with the notice provisions of the City's notice by-law.

Strategic Plan or other Guiding Document:

Strategic Plan Value: Fiscal Responsibility. We manage the municipal finances in a responsible, prudent and transparent manner.

ERM Assessment:

While the impact of a tax ratio and rate related risk has potential to be significant, likelihood is low, making it a moderate but necessary risk to be retained and monitored. This is a positive risk and should be pursued.

**CITY OF KENORA
TAX RATES
2021**

	2021 Municipal	2020 Municipal	% change
Residential	0.01221603	0.01184247	3.15%
New Multi-Residential	0.01343763	0.01302672	3.15%
Multi-Residential	0.01895014	0.01837066	3.15%
Commercial			
Occupied	0.02570481	0.02528132	1.68%
Vacant	0.02570481	0.02401725	7.03%
New Construction	0.02570481	0.02528132	1.68%
Office Building			
Occupied	0.03106285	0.03055109	1.68%
Vacant	0.03106285	0.02902353	7.03%
Shopping Centre			
Occupied	0.03651990	0.03591822	1.68%
Vacant	0.03651990	0.03412230	7.03%
Parking Lot / Vacant Land	0.02112959	0.02078148	1.68%
Industrial			
Occupied	0.02549011	0.02471063	3.15%
Vacant	0.02549011	0.02347509	8.58%
Large Industrial			
Occupied	0.03315558	0.03214169	3.15%
Vacant	0.03315558	0.03053462	8.58%
Landfill	0.01343763	0.01302672	3.15%
Pipeline	0.01889993	0.01832198	3.15%
Farmlands	0.00305401	0.00296062	3.15%
Managed Forest	0.00305401	0.00296062	3.15%
Electrical Corridors - Ontario Hydro	122.15	122.15	0.00%
Railway Right of Ways - CPR	110.00	110.00	0.00%



March 2, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Todd Skene, Fire Chief

Re: Closing of the Ontario Fire College

Informational Report Only:

On January 13, 2021, the Office of the Fire Marshal and Emergency Management (OFMEM) announced that the Ontario Fire College (OFC) campus was closing effective March 31, 2021, and that the provincial government planned to modernize firefighter training. The Association of Municipalities of Ontario (AMO) and The Ontario Association of Fire Chiefs (O AFC) were not consulted nor advised that the province planned to permanently shut down the OFC campus, or was working on a modernization plan prior to this announcement.

<https://news.ontario.ca/en/release/59945/ontario-expanding-firefighter-training-across-the-province>

The Ontario Fire College's (OFC) primary responsibility is to develop and deliver academically sound educational/training programs to meet the needs of the fire service. Over the years, the O AFC assisted the OFMEM with time, resources, and the expertise required to review and update firefighter training in Ontario, ensuring courses help meet the prescribed standards for firefighters in Ontario.

This decision to close primarily affects fire departments to the east and in southern Ontario that can easily access the OFC in Gravenhurst. Kenora Fire and Emergency Services (KFES) and many of the northern fire departments do not regularly attend the campus due to distance travelled and funding.

The KFES has gained limited access to the OFC course content through the Northern Campus of the OFC which relies on instructors to travel the northern regions delivering the desired requested course content. It is this writer's opinion that the OFMEM should refocus these savings to expand the Northern Campus of the OFC and expand the availability to fire services.

KEY FACTS

- Most fire departments in Ontario are funded municipally, other than those in unorganized areas, and those supported by the OFMEM in northern Ontario communities that lack municipal structure through the Northern Fire Protection Program.
- Since 1949 the provincial government has provided limited subsidized firefighter training at, and through the OFC campus in Gravenhurst.
- The Province of Ontario provides grants to police services, called Community Safety Grants. These grants provide police with the tools and resources they need to keep Ontario's communities safe. The program focuses on addressing both local

and provincial community safety priorities. From 2019-22, Ontario is investing approximately \$181 million to support 107 local projects across the province and \$14 million for 18 provincial projects. At this time, I am not aware of any provincial grant opportunities for fire services, similar to the police services.

- The decision to close the OFC appears to be irreversible at this time with the current government.
- There has been no direction from the province in the redirection of funds to the fire service, however the OFMEM is working on the “Modernization within the Fire College” framework and until details are released decision cannot be made.

Moving forward the OFC will be focusing on three methods of delivery:

- Learning Contracts which allow fire departments to enter into contracts with the OFC to obtain learning curriculums to instruct in house courses.
- The establishment and use of Regional Training Centres (RTC) to obtain the necessary training. RTC utilize OFC curriculums and are run by municipalities on a cost recovery or profit bases and can be expensive to attend.
- Delivery of certification course through the OFC Northern Campus travelling instructors and online programs. However, these programs are in high demand and additional instructors will be required to fulfill the demand.

The OAFCC will be working diligently with OFMEM in modernization of training for the fire service that is based on a sustainable model for all fire departments with principles that includes affordability, accessibility, autonomy, standardized curriculum and testing, oversight, and with the intention to develop and maintain a supported system for all department sizes and types. Additionally, the Ontario Government must create a grant or subsidy program, similar to other emergency services, to ensure a standardized training system for all fire services.

In closing, it is disappointing that a long standing college that has served thousands of fire service personal since 1949 has closed its doors but is this writers hope that, as they move forward, the redirection of college resources and funding will further enhance OFC opportunities in northern Ontario. The KFES will continue to deliver high quality training to our firefighters and rely on the Northern Campus to deliver the required NFPA certification courses.

Budget: N/A

Risk Analysis: As per the City's ERM Policy, there is minimal risk associated with this report. Minimum financial risk, at this time, until further information is received on the as any expenses can be realized within current and future Operational budgets.

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

Strategic Plan or other Guiding Document: Administrative



March 1, 2021

City Council Committee Report

TO: Mayor and Council

FR: Ryan Peterson, Water Treatment Plant Chief Operator

RE: 2020 Kenora Drinking Water System Summary Report

Recommendation:

That the Council of the City of Kenora hereby receives the 2020 Kenora Drinking Water System Summary Report, for the period January 1st, 2020 to December 31st, 2020, as prepared by Ryan Peterson, Water Treatment Plan Chief Operator.

Background:

In accordance with the Safe Drinking Water Act, 2002 – O. Reg. 170/03 under Schedule 22, it is the responsibility of the Water & Wastewater Division to provide a Summary Report of the water system to the Municipal Council no later than March 31st of each year. The Kenora Water Treatment Plant and Distribution System recorded four (4) Non-Compliance issues under the Safe Drinking Water Act from January 1st, 2020 to December 31st, 2020 as identified in the Ministry of the Environment, Conservation and Parks 2019 Water System Inspection. The attached Report, submitted by Ryan Peterson, details the duration of the issue and corrective action taken to bring the City of Kenora's drinking water system into compliance.

An MECP Inspection of the DWS took place on August 20th and 21st, with some follow up on September 3rd. The final inspection rating was 89.02%. Four non-compliances were identified in the Inspection Report. Three of the four non-compliances are related to SCADA computer issues which were immediately reported to the local MECP inspector and resolved prior to the Inspection.

Non-Compliance #1

Non-Compliance: Operators were not examining continuous monitoring test results or they were not examining the results within 72 hours of the test.

Summary of Events Leading to Non Compliance: An automation company was contracted to replace all PLC equipment and the SCADA computer at the WTP. During the upgrade, a mistake was made by the contractor addressing turbidity values from the PLC to the new SCADA computer. As a result, frozen turbidity values were displayed on the SCADA computer from Nov 6th to Dec 18th, 2019, and accurate data was not being trended. Operators should have picked up on this when examining the trend page daily, but the trend page was cluttered with too many parameters and operators did not notice that the turbidity pens were missing. Operators also understood the requirement of examining trends to be for all process parameters, whereas the regulation specifies examining the particular parameters required for primary disinfection.

Corrective Actions Taken: A multiple monitor approach was taken with the SCADA computer so that various customized trend screens can be used. One trend screen is now solely used

for primary disinfection parameters. This trending data is reviewed every morning, and the operator then signs the logbook detailing the high and low values of concern for the past 24 hours.

During the time in which the SCADA computer was not collecting turbidity data, the turbidimeters were logging the data onto SD cards contained locally on the analyzer. Retroactive examination of the data showed no issues with turbidity throughout the duration of the SCADA issue. No further action is required.

Non-Compliance #2

Non-Compliance: All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water License or Drinking Water Works Permit or order, were not equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.

Summary of Events Leading to Non-Compliance: This non-compliance is directly related to Non-Compliance #1. During the period of time between Nov 6th and Dec 18th, 2019 when the SCADA computer was not receiving data from the filter turbidimeters, the alarms and shutdown mechanisms associated with high and low turbidity values would not have functioned. It was confirmed retroactively by examining local data stored on the turbidimeters that there were no occasions where alarms or shutdowns would have occurred had the values on the SCADA computer been accurate.

Corrective Actions Taken: Once the problem was discovered, the automation company responsible for the upgrade was contacted and they immediately logged in remotely and fixed the addressing issue that was causing the values to not be displayed properly. After discussion with the local MECP inspector, a procedure was developed detailing how operators are to confirm that regulatory continuous monitoring and regulatory alarms are fully operational after SCADA upgrades and/or SCADA programming changes. No further action is required.

Non-Compliance #3

Non-Compliance: Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.

Summary of Events Leading to Non-Compliance: At 4:21 am on January 9th, 2020 the SCADA computer shut down unexpectedly overnight. It was discovered by operators on arrival in the morning and restarted at 7:57 am. The new SCADA computer from the upgrade had recently been incorporated into a City Workgroup, which unknowingly changed settings on the computer to allow for Windows Automatic Updates. Turbidity data was still collected on SD cards locally, but the clearwell effluent chlorine analyzer did not have this capability. There was approximately 1.5 hours of time where the plant was running but chlorine data was not being recorded due to the SCADA computer being down. It should be noted that all alarms were still functioning during this time, so had the chlorine level dropped to an alarm setpoint operators would still have been called in.

Corrective Actions Taken: IT changed settings on the computer back to where updates will not occur automatically. Operators now manually initialize updates during a plant shutdown when required. IT also changed settings so that the SCADA program automatically runs on start-up, in case of an unexpected restart in the future. The clearwell effluent chlorine analyzer was replaced with a model that has SD backup, so there is now data redundancy in place. No further action is required.

Non-Compliance #4

Non Compliance: O. Reg. 128/04, Section 27. (4) states that "a person who makes an entry in a log or other record-keeping mechanism shall do so in a manner that permits the person to be unambiguously identified as the maker of the entry." A review of the logbooks for the Kenora distribution system revealed that operators are rarely recording the name of the operator who made the entry.

Summary of Events Leading to Non-Compliance: This was the first time this issue was brought up, so some distribution operators may not have been aware of the requirements to initial or sign their entries in the logbooks.

Corrective Actions Taken: All operators now initial or sign next to their logbook entries, as well as ensure the time of the entry is written. No further action is currently required, and inspector will re-assess during the next inspection.

Budget: N/A

Risk Analysis: As per the requirements in the City's ERM Policy, there is a moderate legal risk and senior management have been informed. The risk has been mitigated by the City maintaining an awareness and compliance with provincial reporting requirements under the Safe Drinking Water Act 2002.

Communication Plan/Notice By-law Requirements:


Resolution required. Distribution: MECP local (Aaron Causyn)

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

2-1 - The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

2-3 - The City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.



2020 ANNUAL REPORT KENORA AREA DRINKING WATER SYSTEM



Prepared by Ryan Peterson – ORO Water Treatment Plant

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1.0 Background

This report has been written to meet to requirements of both Section 11 and Schedule 22 of Ontario Regulation 170/3: Drinking Water Systems (O. Reg. 170/03), under the Safe Drinking Water Act 2002 (SDWA). The purpose is to inform the public and Municipal Council on pertinent information.

Section 11 requires the following information be provided to the public:

- A brief description of the drinking water system, including a list of water treatment chemicals used by the system.
- A summary of all adverse water quality incidents reported to the Ministry of the Environment, Conservation and Parks (MECP) and the corrective actions taken.
- A summary of results from tests required under O. Reg. 170/03.
- A summary of major expenses incurred to install, repair or replace required equipment.

Schedule 22 requires the following information be provided to Municipal Council:

- A summary of incidents of regulatory non-compliance and the corrective actions taken.
- A summary of the quantities and flow rates of water supplied, with a comparison to the rated capacity and approved flow rates of the system.

This report is available free of charge to anyone who requests a copy. An electronic copy is available on the City of Kenora website, and anyone wanting to be provided a paper copy can make arrangements to pick one up from the Water Treatment Plant. Staff at the Water Treatment Plant can be contacted to assist in the interpretation of this report if required.

2.0 System Information

2.1 System Description

The Kenora Area Drinking Water System (DWS # 220001423) services the Kenora area, as well as providing water to two subsystems. Subsystems are located on Rocky Heights Road, and on Wauzhushk Onigum Nation.

The Kenora Area DWS distribution system is designated as Class 2, and is comprised of five booster stations, three standpipes and approximately 136 kilometers of watermains.

The Kenora Water Treatment Plant (WTP) is located adjacent to Lake of the Woods, and has a rated capacity of 25,270 cubic meters per day. It is a conventional filtration plant with an upflow clarifier dual media sand/anthracite filters. Raw water flows by gravity into the lowlift chamber, where it is pumped up to the clarifier by lowlift pumps. Coagulation and flocculation is achieved using aluminum sulfate as a coagulant and the BASF polyelectrolyte LT-22S as a coagulant aid. After filtration, chlorine is added in the mixing chamber prior to the clearwell for primary disinfection. Fluoridation also occurs at this point. After CT has been met in the clearwell, highlift pumps direct the water to the distribution system. Prior to entering the system, trim chlorine is added to prepare the water for chloramination, sodium

hydroxide is added for pH adjustment, and ammonium sulfate is added to produce chloramines as a secondary disinfectant.

2.2 Chemicals Used in Treatment

No changes in the chemicals used for treatment occurred in 2020.

Chemical	Purpose
Chlorine Gas	Disinfection
Aluminum Sulfate	Coagulation
BASF LT-22S Polymer	Coagulant Aid
Sodium Hydroxide	pH, Alkalinity Adjustment
Sodium Silicofluoride	Fluoridation
Ammonium Sulfate	Chloramination

2.3 Summary of Significant Expenses Incurred

Project	Expense Type	Location	Value
Park St. Watermain	Replacement	Distribution	\$1,106,240
5 th Ave S Watermain	Replacement	Distribution	\$29,708
2 nd St S Laneway Watermain	Replacement	Distribution	\$54,706
Brinkman Booster Pump and Motor	Replacement	Distribution	\$19,159
Flash Mixer	Replacement	WTP	\$18,688

3.0 Operational Parameters and Regulatory Sampling

3.1 Turbidity and Free Chlorine Monitoring for Primary Disinfection

Turbidity values and chlorine residuals used for the purpose of determining primary disinfection are continuously monitored with online analyzers. This data must be recorded at minimum intervals to satisfy the requirements of O. Reg. 170/03. Chlorine residual measurements must be recorded at least every five minutes, and turbidity values every fifteen minutes.

Filtrate turbidity values must not exceed 1 Nephelometric Turbidity Unit (NTU), and must remain below 0.3 NTU 95% of the time or greater. The free chlorine residual measured as it exits the clearwell must never drop to a point where CT is no longer being met.

There were no occurrences in 2020 where primary disinfection was inadequate. Filter turbidities did not exceed 1 NTU at any time, and periods over 0.3 NTU were negligible. The clearwell chlorine residual never dropped below our low alarm setpoint of 0.60 mg/L, where CT effectiveness would need to be confirmed.

Monitoring Location	Units	Minimum Value	Maximum Value
Clearwell Effluent	mg/L	0.89	1.80

Monitoring Location	Units	Minimum Value	Maximum Value
Filter #1 Filtrate	NTU	0.025	0.331
Filter #2 Filtrate	NTU	0.023	0.261
Filter #3 Filtrate	NTU	0.025	0.272
Filter #4 Filtrate	NTU	0.034	0.387

3.2 Combined Chlorine Monitoring for Secondary Disinfection

Chlorine residuals are tested in the distribution system twice per week to ensure adequate secondary disinfection. Six samples are taken at the beginning of the week in conjunction with bacteriological samples, and three more samples are taken later in the week at least 48 hours after the first set, and at least 48 hours prior to the beginning of sampling the next week.

Chlorine residuals are also tested in the distribution system for non-routine occurrences such as watermain repairs, boil water advisories, and temporary/seasonal service lines.

A minimum of 0.25 mg/L of combined chlorine must be maintained at all points in the distribution system. Residuals must also remain under the 3.00 mg/L maximum limit for chloramines. In 2020 there were no adverse events related to distribution chlorine levels.

Sample Type	Samples Taken	Minimum Residual (mg/L)	Maximum Residual (mg/L)	Standard Limits (mg/L)	
Distribution	456	0.54	2.07	0.25	3.00
Dist. (non-routine)	102	0.74	2.10	0.25	3.00

3.3 Raw Water Monitoring

A raw water sample is collected at the beginning of each week and tested for turbidity, pH and color. Changes in raw water quality can indicate to operators when adjustments to plant processes may be required.

Parameter	Samples Taken	Units	Minimum Value	Maximum Value
Turbidity	53	NTU	0.649	1.88
pH	53	N/A	7.10	8.92
Color	53	Units PtCo	9	31

3.4 Microbiological Sampling

Microbiological samples are taken weekly and are tested for E-coli and Total Coliform, as well as Heterotrophic Plate Count (HPC) in treated water and at least 25% of distribution samples. One sample is taken weekly from both the raw water entering the plant and the treated water leaving the plant, as well as six samples from the distribution system. Samples taken from the distribution system are spread out geographically so that they give an accurate representation of the entire system.

E-coli and Total Coliform should always be absent, and if they are present in any number this is reported to the MECP as an adverse event. In 2020, there were five instances where total coliform was detected in a distribution sample, as detailed in Section 4.0 Adverse Water Quality Incidents and Corrective Actions Taken.

Sample Type	Samples Taken	Results Range E-coli (CFU/100 ml)		Results Range Total Coliform (CFU/100 ml)		HPC Samples Tested	Results Range HPC (CFU/1 ml)	
		0	64	0	>200		0	70
Raw	53	0	64	0	>200	N/A	N/A	
Treated	53	Absent		Absent		53	0	70
Distribution	318	Absent		0	2	106	0	40
Dist. (non-routine)	58	Absent		0	OG	0	N/A	

3.5 Lead Sampling

Under Schedule 15.1 of O. Reg. 170/03 the City of Kenora meets the requirements for reduced sampling. Previous rounds of residential plumbing sampling indicated lead levels did not meet the threshold required for continued annual testing, so lead samples are currently taken from distribution locations every three years. Sampling requirements under 15.1 in 2020 were limited to alkalinity and pH, so no lead sampling data is available for this reporting period.

3.6 Organic Parameters

Sampling occurs annually for the organic parameters listed in Schedule 24 or O. Reg.170/03. Samples are collected from the treated water leaving the Water Treatment Plant. No organic parameters exceeded the prescribed standard in 2020.

Parameter	Sample Date	Units	Result	Standard Limit
Alachlor	Jan 07, 2020	µg/L	<0.10	5
Atrazine + N-dealkylated metabolites	Jan 07, 2020	µg/L	<0.20	5
Azinphos-methyl	Jan 07, 2020	µg/L	<0.10	20
Carbaryl	Jan 07, 2020	µg/L	<0.20	90
Carbofuran	Jan 07, 2020	µg/L	<0.20	90
Chlorpyrifos	Jan 07, 2020	µg/L	<0.10	90
Diazinon	Jan 07, 2020	µg/L	<0.10	20
2,4-Dichlorophenol	Jan 07, 2020	µg/L	<0.30	900
Diclofop-methyl	Jan 07, 2020	µg/L	<0.20	9
Dimethoate	Jan 07, 2020	µg/L	<0.10	20
Diquat	Jan 07, 2020	µg/L	<1.0	70
Diuron	Jan 07, 2020	µg/L	<1.0	150
Malathion	Jan 07, 2020	µg/L	<0.10	190
Metolachlor	Jan 07, 2020	µg/L	<0.10	50
Metribuzin	Jan 07, 2020	µg/L	<0.10	80
Paraquat	Jan 07, 2020	µg/L	<1.0	10
Pentachlorophenol	Jan 07, 2020	µg/L	<0.50	60
Phorate	Jan 07, 2020	µg/L	<0.10	2
Prometryne	Jan 07, 2020	µg/L	<0.10	1
Simazine	Jan 07, 2020	µg/L	<0.10	10
Terbufos	Jan 07, 2020	µg/L	<0.20	1
2,3,4,6-Tetrachlorophenol	Jan 07, 2020	µg/L	<0.50	100
Triallate	Jan 07, 2020	µg/L	<0.10	230
2,4,6-Trichlorophenol	Jan 07, 2020	µg/L	<0.50	5
Trifluralin	Jan 07, 2020	µg/L	<0.10	45

Parameter	Sample Date	Units	Result	Standard Limit
Bromoxynil	Jan 07, 2020	µg/L	<0.20	5
Dicamba	Jan 07, 2020	µg/L	<0.20	120
2,4-Dichlorophenoxyacetic acid (2,4-D)	Jan 07, 2020	µg/L	<0.20	100
Glyphosate	Jan 07, 2020	µg/L	<5.0	280
2-Methyl-4-chlorophenoxyacetic acid (MCPA)	Jan 07, 2020	µg/L	<0.20	100
Picloram	Jan 07, 2020	µg/L	<0.20	190

Parameter	Sample Date	Units	Result	Standard Limit
Benzene	Jan 07, 2020	µg/L	<0.50	1
Carbon Tetrachloride	Jan 07, 2020	µg/L	<0.20	2
1,2-Dichlorobenzene	Jan 07, 2020	µg/L	<0.50	200
1,4-Dichlorobenzene	Jan 07, 2020	µg/L	<0.50	5
1,2-Dichloroethane	Jan 07, 2020	µg/L	<0.50	5
1,1-Dichloroethylene (vinylidene chloride)	Jan 07, 2020	µg/L	<0.50	14
Dichloromethane	Jan 07, 2020	µg/L	<5.0	50
Monochlorobenzene	Jan 07, 2020	µg/L	<0.50	80
Tetrachloroethylene (perchloroethylene)	Jan 07, 2020	µg/L	<0.50	10
Trichloroethylene	Jan 07, 2020	µg/L	<0.50	5
Vinyl Chloride	Jan 07, 2020	µg/L	<0.20	1

Parameter	Parameter Type	Sample Date	Units	Result	Standard Limit
Benzo(a)pyrene	Polycyclic aromatic hydrocarbon	Jan 07, 2020	µg/L	<0.0050	0.01
Total PCBs	Polychlorinated biphenyl	Jan 07, 2020	µg/L	<0.035	3

3.7 Inorganic Parameters

Sampling occurs annually for the inorganic parameters listed in Schedule 23 or O. Reg.170/03. Samples are collected from the treated water leaving the Water Treatment Plant. No inorganic parameters exceeded the prescribed standard in 2020.

Parameter	Sample Date	Units	Result	Standard Limit
Antimony	Jan 07, 2020	µg/L	<0.60	6
Arsenic	Jan 07, 2020	µg/L	<1.0	10
Barium	Jan 07, 2020	µg/L	<10	1000
Boron	Jan 07, 2020	µg/L	<50	5000
Cadmium	Jan 07, 2020	µg/L	<0.10	5
Chromium	Jan 07, 2020	µg/L	<1.0	50
Mercury	Jan 07, 2020	µg/L	<0.10	1
Selenium	Jan 07, 2020	µg/L	<1.0	50
Sodium	Jan 07, 2020	µg/L	14.5	20
Uranium	Jan 07, 2020	µg/L	<2.0	20

3.8 Nitrate and Nitrite

Sampling occurs quarterly for nitrate and nitrite, and samples are collected from the treated water leaving the Water Treatment Plant. Nitrate and nitrite did not exceed the prescribed standards in 2020.

Parameter	Sample Date	Units	Result	Standard Limit
Nitrate	Jan 07, 2020	mg/L	0.076	10
	Apr 14, 2020	mg/L	0.07	10
	Jul 06, 2020	mg/L	<0.05	10
	Oct 13, 2020	mg/L	<0.05	10
Nitrite	Jan 07, 2020	mg/L	<0.010	1
	Apr 14, 2020	mg/L	<0.05	1
	Jul 06, 2020	mg/L	<0.05	1
	Oct 13, 2020	mg/L	<0.05	1

3.9 Trihalomethanes

Sampling occurs quarterly for THMs, and samples are collected from the furthest point in the distribution system. THMs did not exceed the prescribed standards in 2020.

Sample Date	Units	Results	Quarterly Average	Running Annual Average	Standard Limit
Jan 07, 2020	µg/L	39.6	39.6	36.5	100
Apr 14, 2020	µg/L	13.3	13.3		
Jul 06, 2020	µg/L	52.3	51.4		
Jul 06, 2020	µg/L	58			
Jul 06, 2020	µg/L	43.8			
Oct 13, 2020	µg/L	41.7	41.7		

3.10 Haloacetic Acids

Sampling occurs quarterly for HAAs, and samples are collected from a mid-point in the distribution system. HAAs did not exceed the prescribed standards in 2020.

Sample Date	Units	Results	Quarterly Average	Running Annual Average	Standard Limit
Jan 07, 2020	µg/L	25.8	25.8	30.1	80
Apr 14, 2020	µg/L	20	20		
Jul 06, 2020	µg/L	35.2	44.7		
Jul 06, 2020	µg/L	50.9			
Jul 06, 2020	µg/L	48			
Oct 13, 2020	µg/L	33	33		

4.0 Adverse Water Quality Incidents and Corrective Actions Taken

Schedule 16 of O. Reg. 170/03 requires that any adverse sample results or observations are reported to the MECP and the local Medical Officer of Health. The City of Kenora had five Adverse Water Quality Incidents (AWQIs) in 2020, all of which were related to Total Coliform being detected in a distribution system sample.

4.1 AWQI #1

On July 8th, staff received notification from the lab that a sample taken during routine distribution sampling was positive for total coliform. Lab results indicated 2 Colony Forming Units (CFU)/100 mL. Resampling at the affected location, as well as an upstream and downstream sample did not show the presence of total coliform. A Notice of Resolution was submitted to the MECP on July 10th.

4.2 AWQI #2

On July 22nd, staff received notification from the lab that a sample taken for the purposes of lifting a Boil Water Advisory (BWA) after a watermain repair was positive for total coliform. Lab results indicated 12 CFU/100 mL. Resampling at the affected location, as well as an upstream and downstream sample did not show the presence of total coliform. A Notice of Resolution was submitted to the MECP on July 30th.

4.3 AWQI #3

On August 5th, staff received notification from the lab that a sample taken from a fire hydrant to lift a BWA after a watermain repair was positive for total coliform. Lab results indicated the sample was overgrown (NDOG) and a CFU count could not be given. After extensive flushing and multiple incidents of total coliform from the same location, consecutive resamples did not show the presence of total coliform. A Notice of Resolution was submitted to the MECP on August 20th. It should be noted that an issue was suspected with the hydrant being used for the sample, so houses on either side were sampled to rule out a more widespread issue. Houses in the vicinity of the hydrant in question did not show the presence of total coliform during the time period in which the hydrant did.

4.4 AWQI #4

On August 26th, staff received notification from the lab that a sample taken during routine distribution sampling was positive for total coliform. Lab results indicated 1 CFU/100 mL. Resampling at the affected location, as well as an upstream and downstream sample did not show the presence of total coliform. A Notice of Resolution was submitted to the MECP on September 1st.

4.5 AWQI #5

On September 2nd, staff received notification from the lab that a sample taken during routine distribution sampling was positive for total coliform. Lab results indicated 1 CFU/100 mL. Resampling at the affected location, as well as an upstream and downstream sample did not show the presence of total coliform. A Notice of Resolution was submitted to the MECP on September 9th.

5.0 Regulatory Compliance

An MECP Inspection of the DWS took place on August 20th and 21st, with some follow up on September 3rd. The final inspection rating was 89.02%. Four non-compliances were identified in the Inspection Report. Three of the four non-compliances are related to SCADA computer issues which were immediately reported to the local MECP inspector and resolved prior to the Inspection.

5.1 Non-Compliance #1

Non-Compliance: Operators were not examining continuous monitoring test results or they were not examining the results within 72 hours of the test.

Summary of Events Leading to Non Compliance: An automation company was contracted to replace all PLC equipment and the SCADA computer at the WTP. During the upgrade, a mistake was made by the contractor addressing turbidity values from the PLC to the new SCADA computer. As a result, frozen turbidity values were displayed on the SCADA computer from Nov 6th to Dec 18th, 2019, and accurate data was not being trended. Operators should have picked up on this when examining the trend page daily, but the trend page was cluttered with too many parameters and operators did not notice that the turbidity pens were missing. Operators also understood the requirement of examining trends to be for all process parameters, whereas the regulation specifies examining the particular parameters required for primary disinfection.

Corrective Actions Taken: A multiple monitor approach was taken with the SCADA computer so that various customized trend screens can be used. One trend screen is now solely used for primary disinfection parameters. This trending data is reviewed every morning, and the operator then signs the logbook detailing the high and low values of concern for the past 24 hours.

During the time in which the SCADA computer was not collecting turbidity data, the turbidimeters were logging the data onto SD cards contained locally on the analyzer. Retroactive examination of the data showed no issues with turbidity throughout the duration of the SCADA issue. No further action is required.

5.2 Non-Compliance #2

Non-Compliance: All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water License or Drinking Water Works Permit or order, were not equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.

Summary of Events Leading to Non-Compliance: This non-compliance is directly related to Non-Compliance #1. During the period of time between Nov 6th and Dec 18th, 2019 when the SCADA computer was not receiving data from the filter turbidimeters, the alarms and shutdown mechanisms associated with high and low turbidity values would not have functioned. It was confirmed retroactively by examining local data stored on the turbidimeters that there were no occasions where alarms or shutdowns would have occurred had the values on the SCADA computer been accurate.

Corrective Actions Taken: Once the problem was discovered, the automation company responsible for the upgrade was contacted and they immediately logged in remotely and fixed the addressing issue that was causing the values to not be displayed properly. After discussion with the local MECF inspector, a procedure was developed detailing how operators are to confirm that regulatory continuous monitoring and regulatory alarms are fully operational after SCADA upgrades and/or SCADA programming changes. No further action is required.

5.3 Non-Compliance #3

Non-Compliance: Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.

Summary of Events Leading to Non-Compliance: At 4:21 am on January 9th, 2020 the SCADA computer shut down unexpectedly overnight. It was discovered by operators on arrival in the morning and restarted at 7:57 am. The new SCADA computer from the upgrade had recently been incorporated into a City Workgroup, which unknowingly changed settings on the computer to allow for Windows Automatic Updates. Turbidity data was still collected on SD cards locally, but the clearwell effluent chlorine analyzer did not have this capability. There was approximately 1.5 hours of time where the plant was running but chlorine data was not being recorded due to the SCADA computer being down. It should be noted that all alarms were still functioning during this time, so had the chlorine level dropped to an alarm setpoint operators would still have been called in.

Corrective Actions Taken: IT changed settings on the computer back to where updates will not occur automatically. Operators now manually initialize updates during a plant shutdown when required. IT also changed settings so that the SCADA program automatically runs on start-up, in case of an unexpected restart in the future. The clearwell effluent chlorine analyzer was replaced with a model that has SD backup, so there is now data redundancy in place. No further action is required.

5.4 Non-Compliance #4

Non Compliance: O. Reg. 128/04, Section 27. (4) states that “a person who makes an entry in a log or other record-keeping mechanism shall do so in a manner that permits the person to be unambiguously identified as the maker of the entry.” A review of the logbooks for the Kenora distribution system revealed that operators are rarely recording the name of the operator who made the entry.

Summary of Events Leading to Non-Compliance: This was the first time this issue was brought up, so some distribution operators may not have been aware of the requirements to initial or sign their entries in the logbooks.

Corrective Actions Taken: All operators now initial or sign next to their logbook entries, as well as ensure the time of the entry is written. No further action is currently required, and inspector will re-assess during the next inspection.

6.0 Flow Data

6.1 Effluent Flow Data

In 2020 the Kenora WTP pumped a total of 2,140,110 cubic meters (m³) of water to the distribution system. The highest daily flow took place in August, with a total of 8,302 m³ being pumped on the 19th. This is 33% of the plants rated capacity of 25,270 m³/day.

Month	Total Monthly Flow (m ³)	Average Daily Flow (m ³)	Maximum Daily Flow (m ³)
January	185,492	6,100	6,820
February	177,260	6,229	7,213
March	190,054	6,248	7,181
April	161,922	5,507	6,018
May	173,722	5,714	6,800
June	173,931	5,911	6,786
July	191,858	6,306	7,389
August	198,724	6,530	8,302
September	173,750	5,910	6,918
October	168,470	5,546	6,546
November	167,036	5,684	6,497
December	177,891	5,856	8,006

6.2 Influent Flow Data

In 2020 the Kenora WTP pumped a total of 2,365,834 m³ of raw water from Lake of the Woods. The highest daily flow took place in August, with a total of 8,481 m³ being pumped on the 19th. This is 33% of the plants water taking limit of 26,000 m³/day as set out in the Permit to Take Water (PTTW). The highest instantaneous rate at which water was taken from Lake of the Woods was 23,079 m³/day, which occurred on September 10th. This is 89% of the limit of 26,000 m³/day set out in the PTTW.

Month	Total Monthly Flow (m ³)	Average Daily Flow (m ³)	Maximum Daily Flow (m ³)
January	203,426	6,562	7,236
February	193,407	6,669	7,675
March	207,739	6,701	7,650
April	178,911	5,964	6,789
May	192,943	6,224	7,409
June	192,373	6,412	7,419
July	212,389	6,851	7,931
August	220,049	7,098	8,481
September	194,370	6,479	7,975
October	188,032	6,066	7,206
November	185,875	6,196	7,163
December	196,320	6,333	8,656

6.3 Historic Flow Data

Total effluent flow has remained relatively stable, with a slight decrease noticeable in 2016. There is no expectation of significant greater demand on the system in the near future.

Year	Total Effluent Flow (m ³)	Average Daily Flow (m ³)	Annual Change	2020 Comparison
2013	2,435,713	6,673	N/A	112%
2014	2,621,655	7,183	+7.6%	120%
2015	2,452,926	6,720	-6.4%	112%
2016	2,066,260	5,661	-15.8%	95%
2017	2,151,431	5,894	+4.1%	99%
2018	2,247,301	6,157	+4.5%	103%
2019	2,229,036	6,107	-0.8%	102%
2020	2,182,328	5,979	-2.1%	N/A



March 2, 2021

City Council Committee Report

To: Kyle Attanasio, Chief Administrative Officer

Fr: Marco Vogrig, Municipal Engineer

Re: Budget Amendment and Tender Award Line Painting 2021

Recommendation:

That the tender submitted by North-West Lines Ltd. in the amount of \$214,050.00 (plus HST) with an hourly rate of \$200.00 (plus HST) for extra work for the 2021 Urban Street and Highway Line Painting works be hereby accepted; and further

That Council hereby approves a budget amendment in the amount of \$23,000 to be funded from the Roads Reserve to increase the funds for the 2021 Urban Street and Highway Line Painiting works project; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Operating Budget at its March 16, 2021 meeting for this purpose; and further

That Council give three readings to a By-law to amend the 2021 operating budget for this purpose; and further

Background:

The tender for the 2021 Urban Street and Highway Line Painting project closed on February 25, 2021. There was one (1) bid received. Summary of the bid received is as follows (HST extra):

	<u>Line Marking</u>	<u>Hr Rate</u>	<u>Bike Symbols</u>
North-West Lines Ltd.	\$210,000.00	\$200.00	27 x \$150.00 = \$4050.00

The bid came in over the approved 2021 budget of \$195,000.00, therefore requiring an amendment to the operating budget.

Budget: Operating 2021

Communication Plan/Notice By-law Requirements: bylaw

Risk Analysis:

As per the requirements of the ERM policy, the City will mitigate and reduce the risk and liability to Corporation and those motorists utilizing the City's road system related to vehicle and or pedestrian accidents and conflicts, in which the line painting is intended to supplement other controlled forms of roadway regulation such as signs, medians and traffic signals.

Strategic Plan or other Guiding Document:

Goal#2 Strengthen Our Foundations

2-1 - The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems

2-2 - The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.



March 1, 2021

City Council Committee Report

To: Mayor and Council

Fr: Marco Vogrig, Municipal Engineer

Re: Repair Works for the Beggs Arch Culvert and Lajeunesse Bridge

Recommendation:

That the tender submitted by KEM Construction, in the amount \$544,390.00 (plus HST) for repair works for the Beggs Arch Culvert and Lajeunesse Bridge be hereby accepted.

Background:

The City's Consultants for this project, Stantec Consulting Ltd, issued a tender for repair works for the Beggs Arch Culvert and Lajeunesse Bridge. The tender closed on February 25, 2021, and 6 bids were received.

Summary of the bids received is as follows (HST extra):

	KEM	Vector	Pier Solutions	LH North	Moncrief	RJ Concrete
Beggs Arch Culvert	150,000.00	207,260.00	250,395.00	411,575.00	370,145.05	511,400.00
Lajeunesse Bridge	394,390.00	471,505.00	696,635.00	810,247.00	897,035.10	1,067,460.00
Total	544,390.00	678,765.00	947,030.00	1,221,822.00	1,267,180.15	1,578,860.00

Budget: 2021 Capital Budget

Risk Analysis:

As per the requirements of the ERM policy, there would be a moderate operational risk if the repairs were not completed. This risk will be mitigated through the proactive approach of completing the repairs in a timely manner, therefore extending the life of these bridges and avoiding further degradation. This will also offset the need for full replacement of these bridges by providing preventative maintenance.

Communication Plan/Notice By-law Requirements: Resolution required.

Distribution: S. Gander, M. Vogrig

Strategic Plan or Other Guiding Document:

Goal #2 Strengthen Our Foundations

2-1 - The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.



March 9, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Manager of Community Services

Re: Establishment of City of Kenora Off-Leash Dog Park

Recommendation:

That Council hereby authorizes the use of a portion of the Municipal lands adjacent to the A+W Ball Diamonds with the legal description Plan M44 Lot 1 to 60, Parcel Number PCL1371 as an off-leash dog park; and further

That Council hereby approves a budget amendment in the amount of \$90,000 to be funded through the Parkland Reserve to prepare the grounds, install fencing and develop trails in the park; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Capital Budget at its March 16, 2021 meeting for this purpose; and further

That Council gives three readings to a By-law to amend the 2021 capital budget for this purpose.

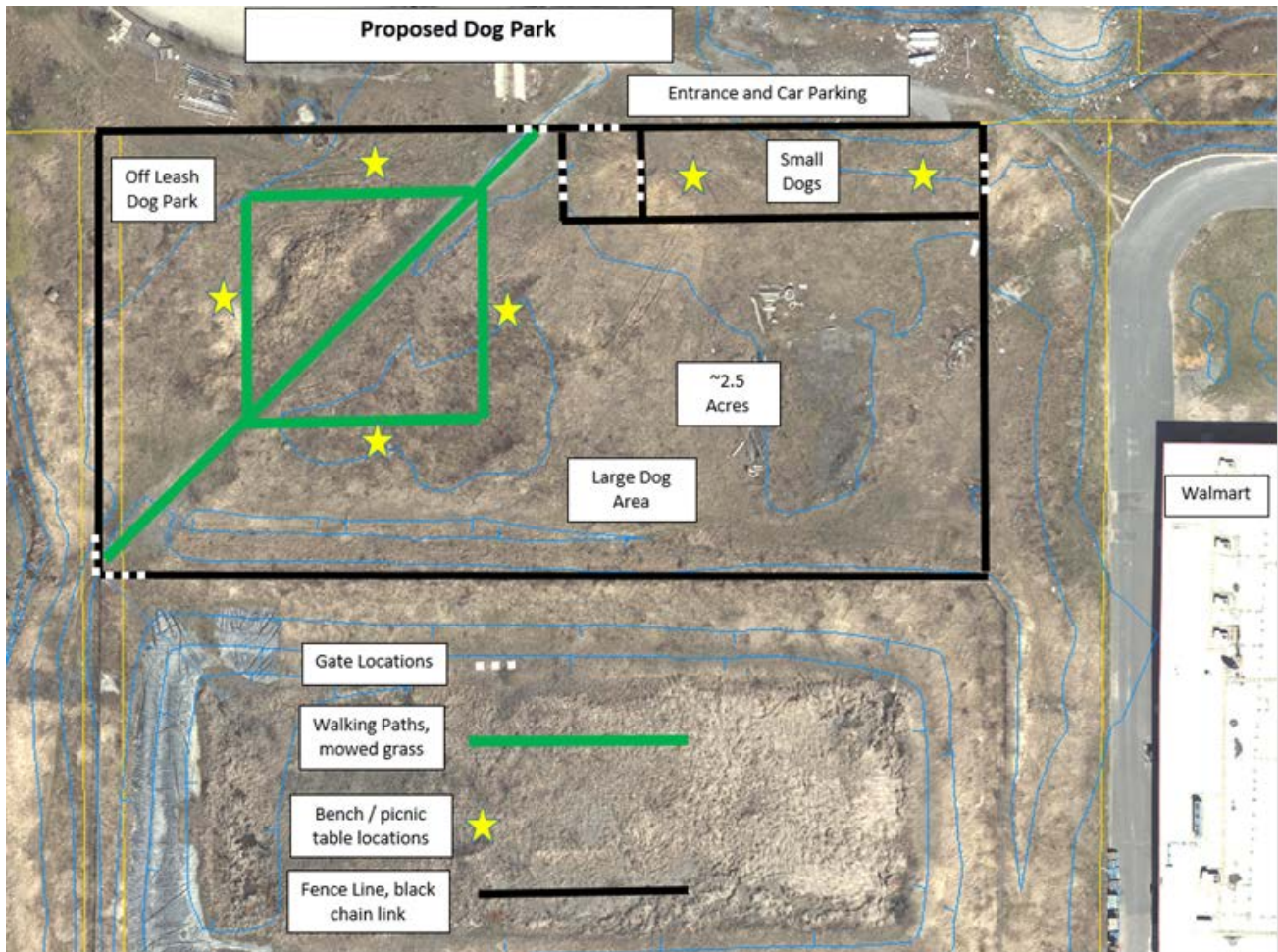
Background:

Prior to 2021, the Common Ground Tunnel Island trails was often used as an off-leash dog area without being formally designated as such. On September 14, 2020, the Common Ground partners formally declared that the Tunnel Island Trail system was an on-leash dog park and that off-leash usage was not permitted. This decision led to City staff receiving a number of comments from the dog community. In response, City staff committed to evaluating options for a more permanent suitable location that could be used for this purpose. Staff noticed a large concentration of dog owners using the area of the A+W ball fields in the winter months as a location to exercise their dogs. This led to consideration of the location between the ball diamonds and lagoon.

City departments were polled and there were no concerns expressed. Further, it was felt that the lands could not be developed at a later date given buried civil infrastructure and the lands adjoining of a storm water lagoon.

This report recommends this location and project based on staff evaluation.

Location:



Budget: The capital costs associated with the construction of the dog park is \$90,000. The Parkland Reserve was created in lieu of green space being developed in residential developments and was earmarked for future park like developments. The balance in the Parkland Reserve is \$90,000.

Risk Analysis: There is a low to insignificant risk associated with this report.

Communication Plan/Notice By-law Requirements:

Notice to be given to the adjoining neighbors south of the site.

Bylaw and public notice of budget amendment.

Notice to be provided on City social media channels about the new park.

Strategic Plan or other Guiding Document:

- 1-9 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.
- 2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in good state of repair to ensure certainty, security and long-term stability of our systems.
- 2-9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support quality of life.
- 2-10 The City will continue to explore opportunities to develop and improve our beaches, parks & trails.



March 9, 2021

City Council Committee Report

TO: Kyle Attanasio, CAO

**FR: Stace Gander, Community Services Manager
Shaun Clifford, Parks and Facilities Division Lead**

RE: Lease Renewal – Kenora Condominium Corporation No. 2

Recommendation:

That Council authorizes the Mayor and Clerk to enter into a five year lease renewal agreement between the Corporation of the City of Kenora and the Kenora Condominium Corporation No. 2 for the use of a portion of Colonization Road for parking purposes; and further

That the appropriate by-law be passed for this purpose.

Background:

The lease agreement with Kenora Condominium Corporation No. 2 for their use of a portion of the Colonization Road allowance in Norman for parking purposes is expiring on April 1, 2021. The current lease has an option for a five (5) year renewal.

The Lessee has indicated they wish to continue for a further five year term. The lease renewal will run from April 1, 2021 to March 31, 2026.

Budget:

The yearly lease cost carries an incremental increase of two (2) percent per year as follows.

Kenora Condominium Corporation No. 2	
Year	Total Lease
2021	\$1,020.00
2022	\$1,040.40
2023	\$1,061.21
2024	\$1,082.43
2025	\$1,104.08

Risk Analysis:

There is a low operational and financial risk associated with this approval.

Communication Plan/Notice By-law Requirements:

Finance, Property and Planning, Filing

Strategic Plan or other Guiding Documents:

- 1-1** The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district.

- 2-2** The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.



March 1, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Adam Smith, Manager of Development Services

Re: Agreement of Resolution – Area of 543 Lakeview Drive, Appeal against Zoning By-law Amendment BL-41-2019, LPAT Case File Number PL 190146

Recommendation:

That the parties to LPAT Case File Number PL 190145 have reached an agreement of resolution on the appeal to Zoning By-law Amendment 41-2019 in the Area of 543 Lakeview Drive; and further

That Council hereby adopts the recommended settlement in the Area of 543 Lakeview Drive, LPAT Case File Number PL 190146.

Background:

In April 2019, an appeal to the LPAT was filed against Zoning By-law Amendment 41-2019 by the Northridge Condominium Corporation. The effect of this amendment was to change the zoning of the subject property from Highway Commercial (HC) to a site specific form of Tourist Recreational (TR) to allow for development of uses permitted within the TR zone. By doing so, TCG Lake Ventures, was seeking to establish a resort with 35 units based upon a fractional ownership model. The appeal filed cited concerns related to compatibility with the existing area such as abutting property lines and height as well as the proposed use within the TR zone.

Unfortunately, the timing of the appeal coincided with the passing of Bill 108 which involved regulatory changes to the LPAT and prolonged the determination of a Case Management Conference. This was further complicated by the COVID-19 pandemic in which all in-person hearings were suspended. Recognizing the challenges faced in having the appeal heard before LPAT, the City hosted a virtual mediation hearing between all of the parties in May 2020. Staff retained the services of WSP to provide the mediation service without prejudice.

While a resolution was not immediately achieved, since the time of the mediation, there has been negotiations on a new draft by-law that upon acceptance by LPAT, would replace Zoning By-law Amendment 41-2019. In early 2021, an agreement of resolution was reached between all parties and a draft by-law that contains the agreed upon changes is attached to this report.

Upon passing the resolution, LPAT will be informed of the settlement along with all other relevant supporting documents to proceed in drafting an order to put the new by-law in effect.

Budget: There are no budgetary implications associated with this report.

Risk Analysis:

There is a moderate level of risk associated with this recommendation. However, this risk is deemed to be an opportunity to help enable the proposed Grace Anne Cottage Club development to move forward.

Communication Plan/Notice By-law Requirements:

Resolution required.

Strategic Plan or other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district
- 1-2 The City will ensure Kenora is recognized as being 'Open for Business' and facilitating development through streamlining application and approval processes, effectively eliminating any 'red tape'



February 26, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Adam Smith, Manager of Development Services
Megan Dokuchie, Economic Development Officer
Allyson Pele, Manager – Northwest Business Centre**

Re: Application to Skills Development Fund

Recommendation:

That Council approves an application to the Skills Development Fund in the amount of \$45,000 for the delivery of the Small Business STRONG Resiliency Series.

Background:

The Province of Ontario Skills Development Fund supports projects that will help relieve pandemic-induced barriers to hiring, training and retaining workers. The Province is seeking projects that will enable market-driven solutions and unlock the economic potential of skilled trades and broader workforce development initiatives to facilitate the province's economic recovery.

The City of Kenora, in partnership with the Northwest Business Centre, Lake of the Woods Business Incentive Corporation, Harbourtown BIZ, Kenora and District Chamber of Commerce and Northwestern Ontario Innovation Centre, will deliver the Small Business STRONG Resiliency Series to local businesses within the Kenora and Rainy River Districts in Northwestern Ontario. The Small Business STRONG Resiliency Series will provide virtual professional development and training opportunities to local business owners in response to the continued impacts of the COVID-19 global pandemic. Workshop topics will include, but not be limited to: building virtual teams, leadership, resiliency, and adapting to change. This project will result in the delivery of 5 workshops to an estimated 400 participants across the two regions.

Project activities align with Kenora's Economic Recovery Plan, which outlines 20 activities that the City of Kenora can undertake to assist local businesses in terms of relief and response measures as a result of COVID-19. This plan considers different priority areas that form the objectives of the recovery effort and was adopted by Council at its July 21, 2020 meeting. In particular, this project aligns with the objective to "Grow the Resiliency of the Business Community." The municipality will work with other organizations, including the project partners, to create safe, virtual spaces.

COVID-19 has health, social, and economic impacts, which stresses the need for workplace resilience. People are exhausted and depleted by prolonged business shutdowns and employers are faced with a significant amount of uncertainty.

The workshop series will help support business in the Kenora and Rainy River Districts emerge from COVID-19 more confident, flexible, and agile. Resilience training is becoming an essential skill to live and lead in these uncertain times, as it helps individuals to bounce back, connect, grow, and increase personal well-being. It is acknowledged that personal growth and development is a major driver of engagement and satisfaction in the workplace.

Budget: Project application has been submitted at 100 percent costs.

Risk Analysis: There is low financial risk associated with this project as costs are proposed to be funded at 100 percent. There is a high governance risk but this is deemed to be an opportunity to strengthen local partnerships as the project will be carried out in collaboration with the Kenora Business Partners.

Communication Plan/Notice By-law Requirements: By-law required if approved for funding.

Strategic Plan or other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 1-2 The City will forge strong, dynamic working relationships with the Kenora business community.



March 3, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Adam Smith, Manager of Development Services
Megan Dokuchie, Economic Development Officer**

**Re: Budget Amendment – Five Year Economic Development and
Tourism Strategy**

Recommendation:

That Council hereby approves a budget amendment in the amount of \$3,600 to modify the scope of the Five Year Economic Development and Tourism planning project to allow for additional work related to monitoring and evaluation; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Operating & Capital Budget at its March 16, 2021 meeting to allocate funds from the Municipal Accommodation Tax (MAT) reserves; and further

That Council give three readings to a by-law to amend the 2021 capital budget for this purpose.

Background:

The City of Kenora has been undertaking the delivery of a five year economic development and tourism strategic planning project. With financial support received from the Northern Ontario Heritage Fund Corporation, this project will define priority initiatives and activities for a five year period that can be implemented utilizing MAT revenues. In addition, the project will develop baseline information and outline a number of key indicators that can be used to evaluate and monitor progress in implementing the strategic plan.

City staff are recommending an enhancement to the scope of work to include a more refined set of metrics, indicators, and measuring tactics that could be utilized to record and monitor progress and effectiveness of municipal efforts and resources in promoting tourism and economic development in the community.

This additional scope of work would include further research and development on the metric and indicator list to identify gaps in available data; development of a list of strategies to address identified data gaps; delivery of one workshop to determine monitoring/reporting strategy; and the development of one monitoring and reporting plan.

Modifying this project scope aligns with recent outcomes from the Service Delivery Review related to data collection and performance measurement of economic development initiatives.

Budget: Total project cost is \$33,000 plus the non-refundable HST. The City of Kenora received funding from the Northern Ontario Heritage Fund Corporation to a maximum of \$22,500. The total City of Kenora contribution is approximately \$10,500 plus non-refundable HST to be funded through Municipal Accommodation Tax Revenues. The additional \$3,600 will also be taken from those revenues.

Risk Analysis: This recommendation carries a low financial risk that will be managed through routine procedures.

Communication Plan/Notice By-law Requirements: By-law required.

Strategic Plan or other Guiding Document:

1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district.



March 01, 2021

City Council Committee Report

To: **Kyle Attansio, CAO**

Fr: **Adam Smith, Manager of Development Services**
Jon Ranger, Deputy Treasurer

Re: **Municipal Modernization Program Intake 2 Application**

Recommendation:

That Council accepted the 2021 Service Delivery Review Report as prepared by Optimus SBR under the Municipal Modernization Funding Program Intake 1; and further

That Council has directed administration to continue to improve the data underlying the plan and strategies with which to manage the City's infrastructure; and further

That Council directs staff to apply for a grant opportunity under Intake 2 of the Municipal Modernization Program Intake 2, which may include the following project scope:

- CityWide Permits
- CityWide Route Patrol Advanced Functionality
- CityWide Asset Collector
- CityWide Citizen Request Portal

Background:

The City of Kenora has been recently informed that the Municipal Modernization Program (MMP) is opening a second intake for eligible projects. The program offers grant funding to help municipalities become more efficient and modernize service delivery.

The Province of Ontario is making up to \$125 million available through 2022-23 to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, to achieve cost savings and efficiencies. Intake 1 took place in early 2020 and the City of Kenora was successful in its application for a Service Delivery Review Project.

To be eligible under Intake II, the implementation stream project must:

1. Be based on demonstrated evidence of savings the municipality intends to realize through the project;
2. Begin no earlier than January 26, 2021 and be completed by September 30, 2022;
3. Include a high level workplan with project milestones;
4. Include a commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion;
5. Include a commitment to reporting back one-year post project completion with actual savings over the course of the year and a revised forecast of annual savings and other efficiency and effectiveness outcomes for the following two years.

To be eligible for funding, the municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019. Priority may be given to projects that address one or more of the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative service delivery models

Under the program guidelines, it states that it is anticipated that the provincial share of most projects under the implementation stream will be between \$20,000 and \$250,000, with the Province funding 65% and municipalities funding 35%. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation. Only third-party service provider fees will be eligible. Municipal administrative costs, such as staff time, are not eligible.

The 2021 Service Delivery Review report, prepared by Optimus SBR, provided supporting data to support the implementation, enhancement, and improvement of the CityWide Software Suite. Doing so will enhance user experience and will optimize CityWide software functionality for the City of Kenora.

City staff have tentatively received a draft report of the potential scope of work from PSD, which is attached to this report. City staff will continue to work with PSD and other staff departments to refine the scope of work under the project.

Budget:

There are no financial impacts of the application itself. Administration anticipates the total project cost may be up to \$100,000. If approved by the Province, it is recommended that the 35% municipal cost share to be funded through Contingency Reserve.

Risk Analysis:

There is a moderate risk to service delivery. Based on potential improvements to user experience and optimized functionality of the CityWide software, this is an opportunity that should also be pursued. There is moderate financial risk associated with this project, if approved. Costs are funded at 65% with the City's contribution being 35% of total costs. However, it is anticipated that efficiencies and savings will be gained by saving user time, improving data collection and accuracy.

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

Strategic Plan or other Guiding Document:

- 2-1 The City will ensure that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process, with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.



February 24, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Adam Smith, Manager of Development Services

Re: Proclamation – Waterpower Day June 20th

Recommendation:

Whereas waterpower has supported community development in Kenora and is an important source of clean, reliable energy for the region and across the Province;

Now let it be resolved that Council hereby signs the Ontario Waterpower Champions Charter and further;

That Council hereby proclaims June 20th Waterpower Day in and for the City of Kenora.

Background:

At the November 17 Regular Meeting of Council, Stephanie Landers presented on behalf of the Ontario Waterpower Association (OWA), to provide information on current waterpower (hydroelectric) assets and the long term sustainable (economic, social, and environmental) opportunities within the community.

The presentation also requested that Council consider one or all of the following:

1. Sign the Ontario Waterpower Champions Charter
2. Sign a Proclamation for 'Waterpower Day' celebrated annually on June 20th
3. Consider OWA Community Membership

Since that time, Development Services staff had a follow-up call with Stephanie to discuss support that the City could provide. It was determined that although an OWA Community Membership is \$100/annually, the City would not receive significant value by being a member.

The commitment of waterpower champions requires the municipality to support the use and expansion of local waterpower; support historical infrastructure and refurbishment opportunities; conserve and enhance man-made and natural environment; value the voices of the community and work with others collaboratively to create opportunities.

There were no concerns with signing the Ontario Waterpower Champions Charter or declaring June 20th as 'Waterpower Day'.

Budget: There are no budgetary implications associated with this report.

Risk Analysis:

There is a medium level of risk associated with this recommendation. While there are benefits of waterpower, local impacts should be considered depending on the scope of any waterpower related development. There is a low financial risk.

Communication Plan/Notice By-law Requirements: Resolution / Proclamation

Strategic Plan or other Guiding Document:

1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district

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



Waterpower Day **June 20, 2021**

Whereas the Ontario Waterpower Association was founded in 2001 to represent the common and collective interests of the province's original green energy sector— waterpower; and

Whereas the City of Kenora and surrounding areas have benefited from more than a century of affordable, reliable and sustainable waterpower; and

Whereas waterpower is the original community power— embedded in dozens of villages, towns, Indigenous communities and cities across Ontario; and

Whereas community waterpower projects create social, political, environmental, economic and technological benefits;

Therefore Be It Resolved That I, Mayor Daniel Reynard, do hereby proclaim June 20, 2021 to be **Waterpower Day** in the City of Kenora.

Proclaimed at the City of Kenora this 16th day of March, 2021

A handwritten signature in black ink, appearing to read "Daniel Reynard", written in a cursive style.

Mayor Daniel Reynard



Ontario Waterpower Champions Charter

Our Council is committed to building the best possible quality of life for our residents. That means providing services, programs and amenities that make our community a great place to live, work, play and learn. It also means taking steps to think strategically about our future. Strategic thinking requires leadership, long term commitment and an unwavering responsibility to engage those we are elected to serve.

The Ontario Waterpower Champions Charter is a framework for Council to demonstrate its commitment to integrating and balancing its socio-cultural, economic and environmental goals

The Commitment of Waterpower Champions:

- We support the use and expansion of local waterpower;
- We support historical infrastructure and refurbishment opportunities;
- We conserve and enhance our man-made and natural environment;
- We value the voices – all of the voices - of our community; and
- We work with others collaboratively to create opportunities.

Signed: _____