



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, December 21, 2021
12:00 p.m.**

Virtual Attendance

*Due to COVID-19 pandemic, the public may access the virtual meeting on the Livestream at:
<https://video.isilive.ca/kenora/>

1. Call to Order

2. Blessing and Land Acknowledgment – Councillor Smith

3. Public Information Notices

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

- Adopt its 2022 Municipal Capital and Unusual Spending Budget
 - Adopt a new General Tariff of Fees and Charges By-Law
- Adopt a new Planning Act Applications Tariff of Fees and Charges By-Law

4. Declaration of Pecuniary Interest and the General Nature Thereof

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

5. Confirmation of Previous Council Minutes

- Regular Council – November 16, 2021

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- Kent Readman, Fire Chief will be appointed to the Crime Prevention and Community Well Being Committee

9. Reports from Committee of the Whole

9.1 Corporate Services / Finance / Human Resources

- October 2021 Financial Statements
- 2021 Q3 Investments
- 2021 Write Offs
- 2022 Capital Budget Approval
- Request to Phase Out Vacancy Rebate Program
- Section 357
- General Tariff of Fees & Charges Bylaw
- Handi Transit Service Agreement
- Accounts Receivable Collections Policy
- Harbourfront Downtown Service Delivery Model

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- Engineering & Infrastructure Q4 Report

9.4 Community Services

- Application for Funding-ICIP Program – Kenora Recreation Centre
- Application to NOHFC Rural Enhancement Funding Stream
- Application to NOHFC for Kenora Peace Park
- Missing & Murdered Indigenous Women Monument MOU
- Community Services Q4 Report

9.5 Development Services

- Construction, Demolition & Change of Use Permits & Inspections
- Tariff of Fees for Planning Act Applications
- Application to NOHFC for McLeod Park & Husky the Muskie
- Bell Canada Lease Confirming & Amending Agreement Town Island
- Site Plan Agreement – Two Bears Marina
- D14-21-10-Unaddressed property, East of Ninth Avenue North

10. Housekeeping Resolutions

- ESRI Software Renewal Agreement
- FedNor Funding Amendment – Harbourfront Detailed Design
- FedNor Funding Agreement - McLeod Park/Husky Landing
- KGS Contract Execution - Harbourfront Detailed Design
- NWBC BDC Lease Agreement
- NWBC Starter Company Plus Amending Agreement
- Various Committee Minutes
- Contract Execution for Wastewater Treatment Plant Grit Separator Raking Mechanism Refurbishment
- October 2021 Water & Wastewater Systems Monthly Summary

11. Tenders

- Tree Cutting Services 2022
- 2022 Hourly Equipment and Truck Rental

12. By-laws

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

- Confirmatory
- 2022 Capital Budget Approval
- General Tariff of Fees & Charges Bylaw
- Handi Transit Service Agreement
- Accounts Receivable Collections Policy
- Memorandum of Understanding - Missing & Murdered Indigenous Women Monument
- Construction, Demolition & Change of Use Permits & Inspections Bylaw
- Tariff of Fees for Planning Act Applications
- Bell Canada Lease Confirming & Amending Agreement Town Island
- Site Plan Agreement–Two Bears Marina
- Zoning Bylaw Amendment D14-21-10-Unaddressed property, East of Ninth Ave N
- ESRI Software Renewal Agreement
- FedNor Funding Amendment – Harbourfront Detailed Design
- FedNor Funding Agreement - McLeod Park/Husky Landing
- KGS Contract Execution - Harbourfront Detailed Design
- BDC Lease Agreement for NWBC
- Amending Agreement - NWBC Starter Company Plus
- Peterson Machine and Supply Inc. Contract Execution-WTP Grit Separator
- Agreement with Middle Lake Enterprises-Old Chalet Lane Road Closure (Nov Council)
- Agreement MMAH-Municipal Modernization Program Funding (Nov Council)

13. Notices of Motion

14. Proclamations

- None

15. Announcements (non-action)

16. Adjourn to a Closed Session

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

- i) Education & Training Members of Council (6 matters – branding progress, CAO, Mayor, Development Services, OPP, KDSB updates)
- ii) Receiving Advice that is Subject to Solicitor-Client Privilege (1 matter-land development)
- iii) A Trade secret or scientific, technical, commercial or financial information that belongs to the municipality and has monetary value or potential monetary value (1 matter – Synergy North presentation)

17. Adjourn Meeting

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

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

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

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

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

Lake of the Woods
KENORA



NORTH AMERICA'S
Premier
BOATING DESTINATION

Housekeeping Reports NOT attached to Committee of the Whole Agenda



December 3, 2021

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: ESRI Software Renewal Agreement

Background Information:

The City's GIS Software agreement is up for renewal as the current term (February 1, 2019 to January 31, 2022) is expiring. ESRI Canada has been the GIS Software provider for the City since 2004. The ESRI Canada three (3) year Enterprise License Agreement (February 1, 2022 to January 31, 2025) allows the City to continue utilizing ESRI GIS Software which is used in various departments in the organization for map production, data storage, data analysis, web map portal, and data collection.

The fee for the 3-year period is \$57,160.00 plus HST and is payable in annual installments as follows:

Year 1:	\$18,670.00
Year 2:	\$19,050.00
Year 3:	\$19,440.00

The engineering operating budget covers these annual costs.

Resolution for Council:

That Council authorizes a three year agreement with Esri Canada for access to GIS Software in the amount of \$57,160.00; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



December 6, 2021

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

Agenda Item Title: FedNor Harbourfront Agreement Amendment

Background Information:

The City of Kenora executed a contribution agreement with FedNor at its October 19, 2021 meeting in the amount of \$325,000 to support the implementation of the Harbourfront Business Development Plan. Due to delays in project commencement, the City of Kenora requested an amendment to the agreement end date. There was also a revision required to the Project Costs and Financing Table as presented in the original agreement.

An amending agreement was reached between the Corporation of the City of Kenora and FedNor for the Harbourfront Business Development Plan detailed design and tender specifications project to extend the end date to December 31, 2022 and revise the Project Costs and Financing Table. The agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to execute an amending agreement between the Corporation of the City of Kenora and FedNor for the Harbourfront Business Development Plan detailed design and tender specifications project to extend the end date to December 31, 2022 and revise the Project Costs and Financing Table; and further

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

Budget:

This project has been included in the 2021 capital budget in the amount of \$975,000. Funding has been received from the Northern Ontario Heritage Fund Corporation (\$325,000), FedNor (\$325,000) and the Tourism Economic Development and Recovery Fund (\$20,000). The Lake of the Woods Development Commission had previously approved a \$50,000 contribution from the Municipal Accommodation Tax. The total City of Kenora contribution is \$255,000. External funding assistance is estimated at 73.85 percent of total project costs.

Risk Analysis: There is low risk to executing this amendment as it will align with current project timelines.

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;
- 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;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.

Prioritize investment into Kenora's Harbourfront to stimulate the local economy and attract both local residents and tourists.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



December 15, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: FedNor - McLeod Park and Husky's Landing - Funding Agreement

Background Information:

An agreement was reached between the Corporation of the City of Kenora and the Federal Economic Development Agency for Northern Ontario as represented by the Minister of Indigenous Services and Minister responsible for the Federal Economic Development Agency for Northern Ontario for the construction and refurbishment of McLeod Park and Husky's Landing in the amount of \$354,075. The agreement is now ready for execution by bylaw.

The City of Kenora will be requesting amendments to the end date and the Project Costs and Financing table to reflect modified project costs based on a proposed enhanced scope of work to be undertaken at McLeod Park and the application to the Northern Ontario Heritage Fund Corporation for funding support. This will not affect the amount being provided by FedNor.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Federal Economic Development Agency for Northern Ontario as represented by the Minister of Indigenous Services and Minister responsible for the Federal Economic Development Agency for Northern Ontario for the for the construction and refurbishment of McLeod Park and Husky's Landing; and further

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

Budget: Total enhanced budget based on preliminary revised design concepts is estimated at \$941,280. The municipal contribution to be reflected in the amendment of \$94,128 will be supported through Municipal Accommodation Tax revenues. Total assistance from senior levels of government is estimated at 90 percent of total cost.

Risk Analysis: There is low risk to executing this agreement.

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

Strategic Plan or Other Guiding Document:

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- 2-4 The City will act as the catalyst for continuous improvements to the public realm.

Kenora's Economic Recovery Plan

Prioritize investment into Kenora's Harbourfront to stimulate the local economy and attract both local residents and tourists.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



December 6, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Professional Consulting Services Agreement with Kontzamanis Graumann Smith MacMillan Inc. (KGS Group) – Harbourfront Business Development Plan Detailed Design and Tender Specifications

Background Information:

Council accepted the proposal submitted by KGS Group, HTFC Planning and Design and Number Architects to begin implementation of the Harbourfront Business Development Plan at its October 12, 2021 Special Meeting.

An agreement was reached between the Corporation of the City of Kenora and KGS Group for the provision of professional consulting services to deliver detailed design and tender specifications for the Harbourfront Business Development Plan in the amount of \$952,300 + HST. The agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and KGS Group for the provision of professional consulting services to deliver detailed design and tender specifications for the Harbourfront Business Development Plan; and further

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

Budget:

This project has been included in the 2021 capital budget in the amount of \$975,000. Funding has been received from the Northern Ontario Heritage Fund Corporation (\$325,000), FedNor (\$325,000) and the Tourism Economic Development and Recovery Fund (\$20,000). The Lake of the Woods Development Commission had previously approved a \$50,000 contribution from the Municipal Accommodation Tax. The total City of Kenora contribution is \$255,000. External funding assistance is estimated at 73.85 percent of total project costs.

Risk Analysis: There is low risk to executing this agreement with KGS Group.

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;
- 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;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.

Kenora's Economic Recovery Plan

Prioritize investment into Kenora's Harbourfront to stimulate the local economy and attract both local residents and tourists.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



December 3, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Northwest Business Centre (NWBC) Sublease Agreement with the Business Development Bank of Canada (BDC).

Background Information:

The Northwest Business Centre (NWBC) has been subleasing space at from the BDC at 227 Second Street S since November 1, 2008. The lease at the current location is expiring on March 31, 2022 and there is no longer a need of such a large space. As a result, the BDC has actively been looking for new space and has secured a location at 301 First Avenue S in the building known as the Banister Centre.

The new sublease term is five years commencing on April 1, 2022 and expiring on March 31, 2027. The monthly rent will be \$491.20 a month for a total of \$5,894.40 a year. Currently the NWBC pays BDC \$5,000 a year in rent, which is immensely discounted compared to the actual rental rate the BDC pays at 227 Second Street South. The Sublease Agreement states that the NWBC will cover 2/3 of the rental rate and this is because the Northwestern Innovation Centre (NOIC) will be covering 1/3 of the rental and will be invoiced directly through the City of Kenora. Making each tenant responsible for 1/3 of the gross rent. In the case that the NOIC's funding is not renewed, the agreement states that the gross rent will be adjusted to 50/50 between the Sublessee and Sublessor.

Further, both the NWBC and NOIC will each contribute \$10,000 to the "Fit-Up Work" at the new location. The BDC is the main contributor towards the \$73,000 "Fit-Up Work" budget for construction and furniture.

This new Agreement and office arrangement is a new concept for BDC and has garnered internal attention at a national level in the organization. Further, this is an exciting and efficient opportunity for the NWBC, BDC and NOIC to continue with the co-location arrangement and offer a one-stop-shop for businesses at all stages and in all industries in Kenora.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Business Development Bank of Canada for the Sublease Agreement; and further

That the Mayor and Clerk be authorized to execute these agreements.

Budget:

The yearly rent of \$5,894.40 has been budgeted in the NWBC's operating budget. The NWBC is funded through the Ministry of Northern Development, Mines, Natural Resources and Forestry; the Ministry of Economic Development, Job Creation and Trade and the City of

Kenora. The "Fit-Up Work" contribution of \$10,000 is being funded through the NWBC's deferred revenue account.

Risk Analysis:

There is a low financial risk if the NOIC funding contract is not renewed, however that is very unlikely and the arrangement has been talked at length the NOIC Executive Director. If the NOIC funding contract is not renewed, the NWBC will look to fill the gap in gross rent with another tenant who offers business supports to complement the existing services.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document:

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

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

Briefing By: Allyson Pele, Manager of Northwest Business Centre

Bylaw Required: Yes



December 6, 2021

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

Agenda Item Title:

Northwest Business Centre (NWBC) Amending Agreement No. 1 for the Starter Company Plus Initiative and Summer Company Initiative for the purpose of the Starter Company Plus Initiative – Indigenous Stream.

Background Information:

The Northwest Business Centre (NWBC) has delivered the Starter Company Plus Initiative since 2014 and the program is funded through the Ministry of Economic Development, Job Creation and Trade (MEDJCT). The program is for people looking to start, expand or buy a small business and staff at the NWBC deliver the in-house designed business training to businesses across the Kenora and Rainy River Districts. Attached to the business training is an opportunity to apply for a \$5,000 grant. Since the program started staff at the NWBC have worked with 199 individuals through the business training; assisted 94 businesses with starting, expanding or purchasing a business; and awarded sixty-one \$5,000 grants. The program has been very successful, as the program sets businesses up for success when applying for loans, other business programs and through the Northern Ontario Heritage Fund. The Northwest Business Centre's Starter Company Plus program is recognized around the two districts as the starting point for business success.

The Northwest Business Centre was approached by the Ministry of Economic Development, Job Creation and Trade with an opportunity to develop and implement an Indigenous Starter Company Plus Initiative to be delivered to those who are a Canadian Aboriginal individual 18 years and older. A Canadian Aboriginal individual is a person who is: a Status Indian; or a Non-Status Indian; or an Inuk; or Métis and who live in the Kenora or Rainy River Districts. The original Starter Company Plus program can be accessed by both Indigenous and non-Indigenous, however this new stream allows the NWBC to work directly with partners like Shooniyaa Wa-Biitong and Nishnawbe Aski Development Fund in order to strengthen the entrepreneurship eco-system in the Treaty 3, Treaty 5 and Treaty 9 area of Ontario.

The Ministry targets for the program are for the NWBC to partner with existing Indigenous organizations; to launch and deliver the program between December 1, 2021 and March 31, 2022; and to award ten \$5,000 grants. The total funding for this program is \$100,000. This will consist of \$50,000 for grants and \$50,000 for program delivery which includes partner training and resources; training and client resources, honorariums; marketing; and special event fees.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Ministry of Economic Development, Job Creation and Trade and further

That the Mayor and Clerk be authorized to execute these agreements.

Budget:

The program will be entirely funded by MEDJCT in the amount of \$100,000 to March 31, 2022.

Risk Analysis:

There is a moderate service delivery risk however this is deemed to be an opportunity that should be pursued. The program will support business growth in the community and indigenous entrepreneurship.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document:

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

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

Briefing By: Allyson Pele, Manager of Northwest Business Centre

Bylaw Required: Yes

December 7, 2021



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

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

This static monthly report is for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

The Minutes being received are typically from local Boards or Corporations for information only (and cannot be 'approved' by Council).

The various Minutes will appear under separate cover as an attachment on SharePoint to this report.

Resolution for Council:

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

- October 28, 2021– The Muse

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

- October 22, 2021 – Northwestern Health Unit; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



December 6, 2021

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

Agenda Item Title: Contract Execution for Wastewater Treatment Plant Grit Separator Raking Mechanism Refurbishment

Background Information:

The original tender went through its process and didn't receive any bids for the proposed work. A follow up was performed to understand why potential contractors didn't bid and the team made changes to the scope of work and retendered the project.

Peterson Machine and Supply Inc. was awarded the contract through Council on Oct 1st 2021.

Resolution for Council:

That further to City Council accepting the bid of Peterson Machine and Supply Inc. for the Wastewater Treatment Plant Grit Separator Raking Mechanism Refurbishment, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Peterson Machine and Supply Inc.; and further

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

Budget: Approved Budget Allocation of \$300,000 approved in the 2021 Capital Budget. Contract stipulates a guaranteed maximum price (GMP) of the contract to not exceed \$150,000.

Risk Analysis: As per the requirements in the ERM policy, there would be a moderate operational risk if the repairs were not completed

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or other Guiding Document:

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

Briefing By: Kevin Gannon, Director of Engineering and Infrastructure Services

Bylaw Required: Yes



December 1, 2021

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

Agenda Item Title: 2021 Water & Wastewater Systems Monthly Summary Report – October

Background Information:

The Water and Wastewater Division will be providing Council with Water and Wastewater Systems Summary Reports, on a monthly basis.

The purpose of the Report is to provide Council with an understanding on how the City's water and wastewater systems operate and are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

Due to the diversity of the City's electrician's work, a summary of their work is now included in an additional section, 5.0 Electrical Work, beginning in April 2021.

The Operations and Infrastructure Department recommends that Council accept the 2021 Water and Wastewater Systems Monthly Summary Report for October.

Resolution for Council:

That Council of the City of Kenora hereby accepts the October 2021 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Budget: N/A

Risk Analysis:

The risk level is low to moderate. The monthly reporting is standard practice for transparency purposes, and an opportunity to further Council's understanding of the Division's monthly budgeting. No mitigating strategies are required.

Communication Plan /Notice By-law Requirements: Kevin Gannon, WTP, WWTP

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

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

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

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

Briefing By:

Kevin Gannon, Director of Engineering & Infrastructure Services

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

October 2021

Prepared by: Mike Derouard, Water and Wastewater Supervisor
Ryan Peterson, Water Treatment Plant
Darryl Wilson, Wastewater Treatment Plant
Marc Prefontaine, Electrician

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of October 2021 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems operate and 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

Sampling was conducted on the following dates:

- October 4
- October 12
- October 18
- October 25

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced peristaltic tube on polymer pump #1.
- Repaired seized #2 vacuum blower.
- Replaced alum flow meter.
- Cleaned south alum tank.
- Tested batteries on generators at booster stations and WTP.

2.4 Training

- One operator completed the WCWC Mandatory Renewal Course via correspondence.

2.5 Water Quality Complaints

- There was one water quality complaint in October. A resident reported dirty brown water and a watermain repair was made in front of their home. A valve that had remained closed after repair was opened and flushing was conducted.

The chlorine residual climbed from 0.96 mg/L to 1.71 mg/L. No issues with brown water were reported after valve was opened.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Quarterly samples were taken for Nitrate/Nitrite, THM's and HAA's.
- Microcystin samples were collected weekly as required by Algal Bloom Monitoring Plan.
- An NDMA sample was collected as required by MDWL.
- Lake of the Woods Electric on-site for generator replacement project.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug and fixed copper service on Charles Street.
- Dug water service on Coney Island (year round resident).
- Repaired service box on Park Street.
- Winterized hydrants.
- Clean out valve chambers on Airport Road.
- Turned off Coney Island for the season and winterized.
- Turned off ball fields for the season and winterized.
- Turned off parks for the season and winterized.
- Turned off Keewatin summer service and winterized.
- Repaired various water meters.
- Five (5) water turn offs for repair.
- Ten (10) water turn offs for the season.
- One (1) water turn on for new construction.

3.1.2. Wastewater Collection

- Dug force main on Rabbit Lake Road.
- Dug service on Mascott Avenue.
- Winterized low pressure sewer line on Coney Island.
- Two (2) camera inspections.
- Three (3) calls for grinder pumps.
- Eleven (11) house calls for sewer rodding.
- Cleaned pumping stations.
- Sewer lift station maintenance.
- Cleaning of McLeod Park holding tank.

3.1.3. Water Thaws:

	October 2020	October 2021
City	0	0
Private	0	0

3.2 Training

- No training took place in October.

3.3 Boil Water Advisory(s) – 2021

In response to our new water main disinfection requirements in our license and permit, we now implement a Precautionary Boil Water Advisory anytime we work in the distribution system where the water mains have been turned off. This is to ensure the public is aware of our efforts and to maintain acceptable water quality throughout the distribution system. These Precautionary Boil Water Advisories are not an indication of an adverse water quality incident that would require the NWHU approval to rescind the advisory. Our testing to date has not indicated any adverse water quality conditions through our construction activities to date.

- No boil water advisories to report for October.

3.4 Other Information

- Assisted the Roads Department with storm sewers.

4.0 Wastewater Treatment Plant

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

4.2 Samples

4.2.1. **Monthly** – Laboratory Results from the Complete Analyses of Treated Effluent and Raw Sewage Samples sent out on October 19, 2021 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- Raw Sewage – Total BOD₅ (biological oxygen demand): 72[mg/L]
- Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 4.8 [mg/L] – limit is 25 [mg/L].
- Raw Sewage – Total Suspended Solids: 134 [mg/L].
- Final Treated Effluent – Total Suspended Solids: 11.9 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on October 5, 12, 19 and 26 for E. Coli are:

- Geometric Means of the samples in October was 14.14 organisms/100mL.

- b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100mL.

In summary, raw sewage enters the plant with E. Coli counts of approximately 3 million organisms/100 mL and effluent leaves the plant with a geometric mean of 14.14 organisms/100 mL, which is within the COA's limit of 200 organisms/100 mL. Plant final effluent CBOD was 4.8 p.p.m., and final effluent T.S.S. was 11.9 p.p.m., both well within the C of A requirements.

4.3 Maintenance

- 4.3.1 Sludge press maintenance (clean and grease) 700 building.
- 4.3.2 Electrician repaired broken wire on the organic return in the 100 building.
- 4.3.3 Cleaned air filters for blower intake for the aeration tanks.
- 4.3.4 Cleaned weirs, troughs, and effluent channels on both clarifiers.
- 4.3.5 Cleaned both scum pits for both clarifiers.
- 4.3.6 UV maintenance grease and lime away on Bank A for disinfection.

4.4 Training

- No training took place in the month of September

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on October 28, 2021.

5.0 Electrical Work

The Water /Wastewater Division employs two on staff electricians. Due to the number of sewage pumping stations and grinder pumps that we operate, there are a significant number of electrical repairs and ongoing maintenance that require attention on a daily and weekly basis. In addition, we also provide the services of our electricians to all other municipal services as time permits. This information is provided to Council to understand how the Electricians provide a valuable service to all departments

5.1 Wastewater Pumping Stations

- Total hours: 150.0
 - Maintenance, troubleshooting and repairs.
 - ESA deficiencies rectified.
 - Assisted electrically with Soccer Club Station upgrades.

5.2 Wastewater Treatment Plant

- Total hours: 9.0
 - Plant electrical maintenance/repairs.
 - Troubleshooting and repair of blower #3.

- Repaired HRV in 100 Building.

5.3 Water Treatment Plant

- Total hours: 4.0
 - Plant electrical maintenance/repairs.
 - Replace High Lift Pump #1 transformer.
 - Onsite support for generator upgrade job.

5.4 Booster/Water Dispenser Stations/Waterworks

- Total hours: 12.0
 - Maintenance and repairs on Water Dispensing Units at Evergreen and Rabbit Lake.
 - ESA deficiencies rectified.
 - Replaced pump #2 and adjusted conduit/wiring to suit new setup at Norman Booster Station.

5.5 Operations Building

- Total hours: 3.0
 - Electrical maintenance and repairs.
 - ESA deficiencies rectified.

5.6 Waste Transfer Facility

- Total hours: 11.0
 - Electrical maintenance and repairs.
 - ESA deficiencies rectified.
 - Moved light switch in recycling building to eliminate damage and for employee safety.

5.7 Facilities

- Total hours: 16.0
 - Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries and Arts Centre.
 - ESA deficiencies rectified.

5.8 Parks and Cemetery

- Total hours: 27.0
 - ESA deficiencies rectified.
 - Coney Island footbridge. Checked over for electrical damages and ordered parts as needed.
 - Repaired and replaced Pavilion washroom lights.
 - Installed gimbaled pot lights in ceiling to light up Fish Display Wall at the Discovery Centre.

5.9 Traffic Signals and Streetlights

- Total hours: 8.0
 - Electrical maintenance and repairs.

6.0 Locates

- Total hours: 60.0
 - Located and marked City underground electrical infrastructure.

6.1 Grinder Pumps

- Total hours: 22.0
 - Wiring and initial setup of new pumps and floats.
 - Maintenance and repairs at some of the 300+ grinder pumps in use throughout the City.

Schedule "A"

Water Systems Flow and Operating Data Monthly Summary Report - 2021

Water Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
	Units													
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	198250	190901	213429	191228	204878	208322	232933	223516	208388	223390			2095235
Maximum Daily Influent Flow	m ³ /day	7655	7519	8032	7266	7829	8935	10031	8380	7794	8112			81553
Minimum Daily Influent Flow	m ³ /day	4988	6038	6044	5612	5664	5685	5800	6009	5751	6348			57939
Average Daily Influent Flow	m ³ /day	6365	6818	6885	6374	6609	6944	7514	7210	6946	7206			68871
Maximum Daily Instantaneous Influent Flow	m ³ /day	16920	21216	16800	17229	17329	17203	22731	17092	16726	16672			179918
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	181380	175252	194987	173789	185878	190345	210902	203859	188788	196564			1901744
Maximum Daily Effluent Flow	m ³ /day	6874	7044	7302	6693	7269	8246	9547	7657	7117	7477			75226
Minimum Daily Effluent Flow	m ³ /day	4710	5452	5434	5126	5125	5088	4956	5549	5342	5806			52588
Average Daily Effluent Flow	m ³ /day	5851	6259	6290	5793	5996	6345	6803	6576	6293	6341			62547
Plant Meter Reading	m ³ /month	3438	3197	3410	3118	3472	3434	3656	3511	3426	3821			
Compensated Total Effluent Flow	m ³ /month	177942	172055	191577	170671	182406	186911	207246	300348	185362	192743			1967261
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		4	4	5	4	5	4	4	5	4	4			43
Number of Treated Samples Taken		4	4	5	4	5	4	4	5	4	4			43
Number of Distribution Samples Taken		24	24	30	24	30	24	24	30	24	24			258
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		2	0	0	0	12	10	12	12	4	0			52
Adverse Water Quality Incidents		0	0	0	1	0	1	0	0	1	0			3
WTP Callouts		7	4	3	9	13	9	6	14	13	20			98
Water Thaws	City	0	20	3	0	0	0	0	0	0	0			23
	Private	0	15	3	0	0	0	0	0	0	0			18
	Total	0	35	6	0	0	0	0	0	0	0			41

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2020

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	182,766	167,004	196,433	236,210	222,161	321,521	206,069	182,466	172,130	151,816	148,015	154,294	2340885
Maximum Daily Influent Flow	m ³ /day	6,213	6,070	8,086	10,169	8,174	28,778	8,379	7,162	7,420	5,453	5,274	5,335	106513
Minimum Daily Influent Flow	m ³ /day	5,563	5,441	5,531	6,736	6,299	5,935	5,845	5,288	4,802	4,543	4,693	4,630	65306
Average Daily Influent Flow	m ³ /day	5,896	5,759	6,337	7,874	7,166	10,717	6,647	5,886	5,738	4,897	4,934	4,977	76828
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	169,696	151,757	174,390	205,527	190,124	282,420	206,069	182,466	172,130	151,816	144,324	147,399	2178118
Average Daily Flow	m ³ /day	5,474	5,233	5,625	6,851	6,133	9,414	6,647	5,886	5,738	4,897	4,811	4,755	71464
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														0
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		5	4	5	4	4	5	4	4	5	4	4	5	53
Geometric Means (Bacti Samples)		26.67	16.81	3.68	4.33	7.2	40.76	9.67	6.45	6.39	6.58	6.56	10.2	145.3
Sludge Hauled to Landfill	m ³ /mon	319.2	273.6	262.2	285	353.4	319	102.6	296	205	148.2	273.6	285	3122.8
<u>Callouts</u>														
		9	0	0	0	0	2	3	3	4	5	0	2	28



December 6, 2021

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

Agenda Item Title: 2022 Hourly Equipment and Truck Rental Tender

Background Information:

The City of Kenora puts out an annual tender for the hiring of non-owned equipment and trucks on an as-required basis throughout the year. The tender for Equipment and Truck Hourly Rental closed on November 25, 2021, with formal tenders received from three companies. The contractors provided hourly rates for various pieces of equipment and types of trucks as specified in the tender document. The tenders are broken down into ranking lists showing the various items with the contractor's name, information and hourly rate included. The equipment is ranked by lowest price rated first and then by the newer year of equipment being rated higher should identical pricing be received for the same category of equipment. The trucks are rated with one truck from each contractor being ranked first using the same ranking methodology as the equipment, prior to additional trucks of the same contractor being included in the ranking listing. The ranking lists for both equipment and trucks are attached. These ranking lists will be distributed to City departments for their use when hiring non-owned equipment and trucks throughout 2022. No bids were received for backhoe – rubber tire (.5 cu m), bulldozer (210KW), vacuum truck, or packer.

Resolution for Council:

That the tenders for the Hourly Rental of Equipment and Trucks for 2022 be received; and further

That the ranking lists for Hourly Rental of Equipment and Trucks for 2022 be accepted and adopted for the purposes of hiring non-owned equipment and Trucks during the period of January 1, 2022 through to December 31, 2022.

Budget: 2022 Operating Budget

Risk Analysis: There would be a moderate impact to the City both financially as well as operationally without a tendered price list for rental of non-owned equipment and trucks. The City will avoid this moderate risk by receiving hourly rates for equipment and trucks, which are ranked lowest to highest, prior to the hiring of contracted services.

Communication Plan/Notice By-law Requirements:

Kevin Gannon, Marco Vogrig, Roger Wilcott, Mukesh Pokharel

Strategic Plan or other Guiding Document:

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: No