

# **AGENDA**

## **Regular Meeting of Council of the City of Kenora**

**Tuesday, February 16, 2021**

**12:00 p.m.**

**Virtual**

Due to the COVID-19 Pandemic, Council will be meeting electronically as permitted in accordance with their 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/>

### **1. Call to Order**

### **2. Blessing and Land Acknowledgment – Councillor Van Wallegem**

### **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:

- Amend the 2021 Operating & Capital Budget to withdraw funds from the Pavilion reserves in the amount of \$11,520 for the construction of the OPP office area
- Adopt a bylaw establishing Council's remuneration rates for 2020 and 2021
- Amend the 2021 Operating & Capital Budget to withdraw funds from the parkade reserves to perform an emergency repair to the parkade
- Approve an investment to the Lake of the Woods Regional Community Foundation
- Declare the property locally known as 1125 Highway 17E as surplus to the needs of the municipality
- Adopt a new Tariff of Fees and Charges By-law to give effect to new rates outlined in Schedule "D" of the bylaw
- Accept the Official Plan Policy Directions and Recommendations Report

### **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 – January 19, 2021

## **6. Presentations/Deputations**

Approximately five (5) minutes per person/group.

## **7. Additions to Agenda** (urgent only)

- Review of KMDA Resolutions

## **8. Appointments**

- A member will be appointed to the Sustainability Advisory Committee

## **9. Reports from Committee of the Whole**

### **9.1 Administration & Finance**

- 2020 Q4 Contracts
- December 2020 Financial Statements
- 2020 & 2021 Council Remuneration
- Boards & Committees Appointments Policy #CC-14-1 Amendment
- Budget Amendment – Kenora Pavilion Renovations

### **9.2 Fire & Emergency Services**

- No Reports

### **9.3 Operations & Infrastructure**

- Tariff of Fees & Charges – Schedule D – Roads Department Fees

### **9.4 Community Services**

- Budget Amendment – Parkade Emergency Repairs
- Debbie's Greenhouse Agreement - Garden & Shrub Bed Maintenance Contract
- Vending Services Contract Agreement – Recreation Centres
- Investment of the Big Picture Legacy Fund to the Community Foundation
- The Muse Summer Student Funding Application

### **9.5 Development Services**

- Ontario Government Budget Consultation Submission
- Declaration of Surplus Land – 1125 Highway 17E
- Purchase & Sale Agreement – Nature Conservancy of Canada – Sale of Town Island

## **10. Housekeeping Resolutions**

- Official Plan Statutory Public Meeting Recommendation
- Agreement with Business Advisory Centre Durham Inc for Ontario Small Business COVID-19 Recovery funding for NWBC
- Ministry of Agriculture & Rural Affairs Amending Agreement-Harbourtown Beautification
- Various Committee Minutes
- Water Wastewater Systems Monthly Summary December 2020

## **11. Tenders**

- None

## 12. By-laws

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

- Confirmatory
- 2020 & 2021 Council Remuneration
- Boards & Committees Appointments Policy #CC-14-1 Amendment
- Budget Amendment – Kenora Pavilion Renovations
- Tariff of Fees & Charges – Schedule D – Roads Department Fees
- Budget Amendment – Parkade Emergency Repairs
- Debbie's Greenhouse Agreement - Garden & Shrub Bed Maintenance Contract
- Agreement with Boreal Concepts - Vending Services - Recreation Centres
- Declaration of Surplus Land – 1125 Highway 17E
- Purchase & Sale Agreement – Nature Conservancy of Canada – Sale of Town Island
- Agreement with Business Advisory Centre Durham Inc for Ontario Small Business COVID-19 Recovery funding for NWBC
- Ministry of Agriculture & Rural Affairs Amending Agreement-Harbourtown Beautification

## 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 (2 matters – CAO & Mayor updates)
- ii) Personal Matter about an Identifiable Individual (1 matter-Heritage Kenora Appointment)

## 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



**February 10<sup>th</sup>, 2021**

**City Council  
Committee Report**

**To: Kyle Attanasio, CAO**

**Fr: Kevan Sumner, City Planner**

**Re: Special Meeting of Council for Official Plan Review**

**Recommendation:**

That Council directed staff to prepare a new Official Plan for the City of Kenora to guide land-use decisions over the next 10 years; and further

That Council hereby accepts the Policy Directions and Recommendations Report in preparation of the new Official Plan; and further

That Council give such direction as deemed necessary, based on public input and Council discussion.

**Background:**

The *Planning Act of Ontario* requires municipalities to prepare and adopt an Official Plan to provide guidance for the physical development of communities. Section 26 of the *Act* requires that municipalities update their Official Plan every five years to ensure that it conforms with provincial plans, has regard for matters of provincial interest, and is consistent with the Provincial Policy Statement. Furthermore, section 26(3)(b) of the *Act* requires that prior to revising the Official Plan, Council must hold a special meeting of council, open to the public, to discuss the revisions that may be required.

The City of Kenora engaged WSP Canada to undertake a comprehensive review of the Official Plan and Zoning By-law No. 101-2015. Work began on the review in September, 2020. During the fall, the consultants and city staff met with provincial departments and a Technical Advisory Committee, and sought input from the public via an online survey.

Information gathered by the consulting team in the fall was reported and analyzed in the Background Report released in December. The Background Report includes a community overview, a review of relevant provincial planning policies and regulations, and an examination of the City's existing and past planning policies, reports, and regulations. Municipal planning documents reviewed in the report include:

- Current City of Kenora Official Plan (2016)
- City of Kenora Strategic Plan (2017)
- Beaches Parks and Trails Plan (2016)
- Age-Friendly Strategic Plan (2016)
- Former Mill Site Community Improvement Plan (2017)
- Harbourtown Centre Community Improvement Plan (2017)

- Keewatin Community Improvement Plan (2017)
- Asset Management Plan (2017)
- Climate Change Adaptation and Resilience Study (2018)
- Community Energy Plan (2019)
- 5-Year Corporate Energy Conservation and Demand Management Plan (2019)
- Harbourfront Business Development Plan (2019)
- Population, Housing, and Employment Projections (2020)
- Vacant Land Analysis (2020)

The subsequent Policy Recommendations Report has built on the information from the Background Report in providing more detailed analysis and recommendations of key planning issues.

The Special Meeting of Council is open to the public and intended to provide an opportunity to discuss revisions that may be required, as identified in the Policy Recommendations Report, or by the public or Council at the meeting. Public input and guidance from Council will be considered in preparation of the new Official Plan, which the consulting team expect to present to Council this spring.

Community engagement is an essential component of the Official Plan review. With opportunities for engagement limited by the Covid-19 pandemic, this Special Meeting takes on increased importance.

**Mapping:**

In addition to the policy recommendations being made by the consulting team, Development Services staff are recommending mapping changes for inclusion in the new Official Plan, as summarized in the following table and in the maps attached to this report. Given this Official Plan will articulate a 10-year vision for land-use in the community, these changes are not intended to result in immediate development plans. They are focused upon creating a framework for anticipating future community needs over the lifespan of the Plan. The chart below highlights housing as a particular focus.

<b>Map No.</b>	<b>Area Affected by Change</b>	<b>Description</b>
1	0.74 ha	Expand the area designated as Established Area to include all of two City-owned parcels at the north end of Regina Avenue, to allow for expansion of residential development.
2	15.19 ha	Re-designate properties on either side of Veterans Drive from Rural Area with a Future Development overlay, to Residential Development Area, to facilitate anticipated development
3	3.5 ha	Expand the Settlement Area boundary to encompass all of the City-owned property north of Boatlift Road in Keewatin, plus land being acquired from the Crown, to allow more flexibility in future development of the property.

4	19.43 ha	Re-designate City-owned property on the north side of Norman from Rural Area with a Future Development overlay to Residential Development Area, to allow for future expansion of the residential neighbourhood.
5	0.1 ha	Remove the Established Area designation from portions of properties owned by CP on the edge of the rail yard, and expand the Railyard designation to encompass the entire lots.
6	2.95 ha	Re-designate two City-owned properties north of Cambrian Drive and Minto Crescent from Open Space to Residential Development Area, to allow for future expansion of the residential neighbourhood.
7	9.8 ha	Expansion and re-alignment of the Industrial Development Area north of Wynd Road to align with the boundary of the City's expanded Ritchie Road gravel pit.
8	Unknown	Removal of the Black Sturgeon Lake (Restricted Development Area) overlay designation, as policies respecting Black Sturgeon Lake will apply to all shorelands of the lake.

**Budget:**

Funds for the comprehensive review of the Official Plan and Zoning By-law were allocated in the 2020 budget.

**Risk Analysis:**

No risks have been identified at present.

**Communication Plan / Notice By-law Requirements:**

Notification of the Special Meeting was advertised in accordance with the requirements of the Planning Act of Ontario. Direct notices were also sent to individuals who have signed up to receive project updates via email.

**Strategic Plan or other Guiding Document:**

Strategic Plan and other policy documents were reviewed in the background report.



# City of Kenora

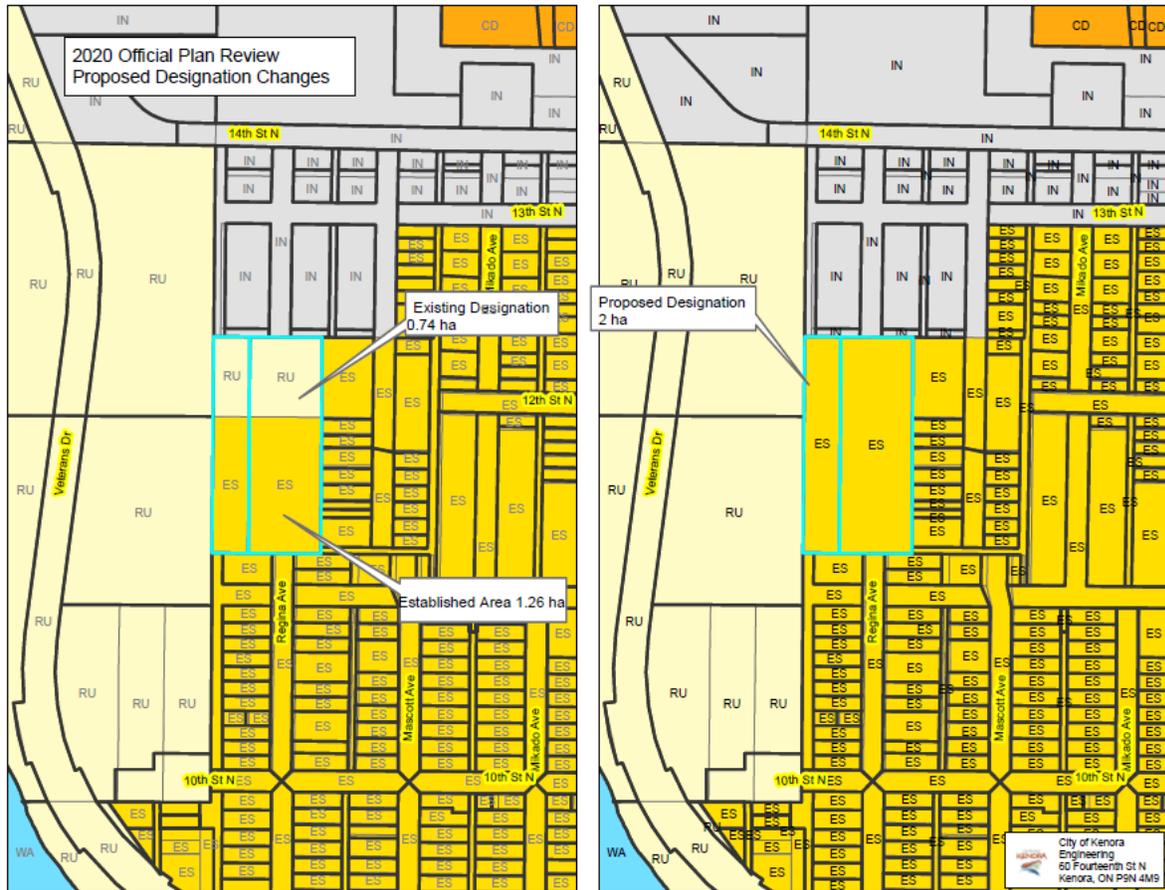
## Comprehensive Official Plan Review

### Map Amendments

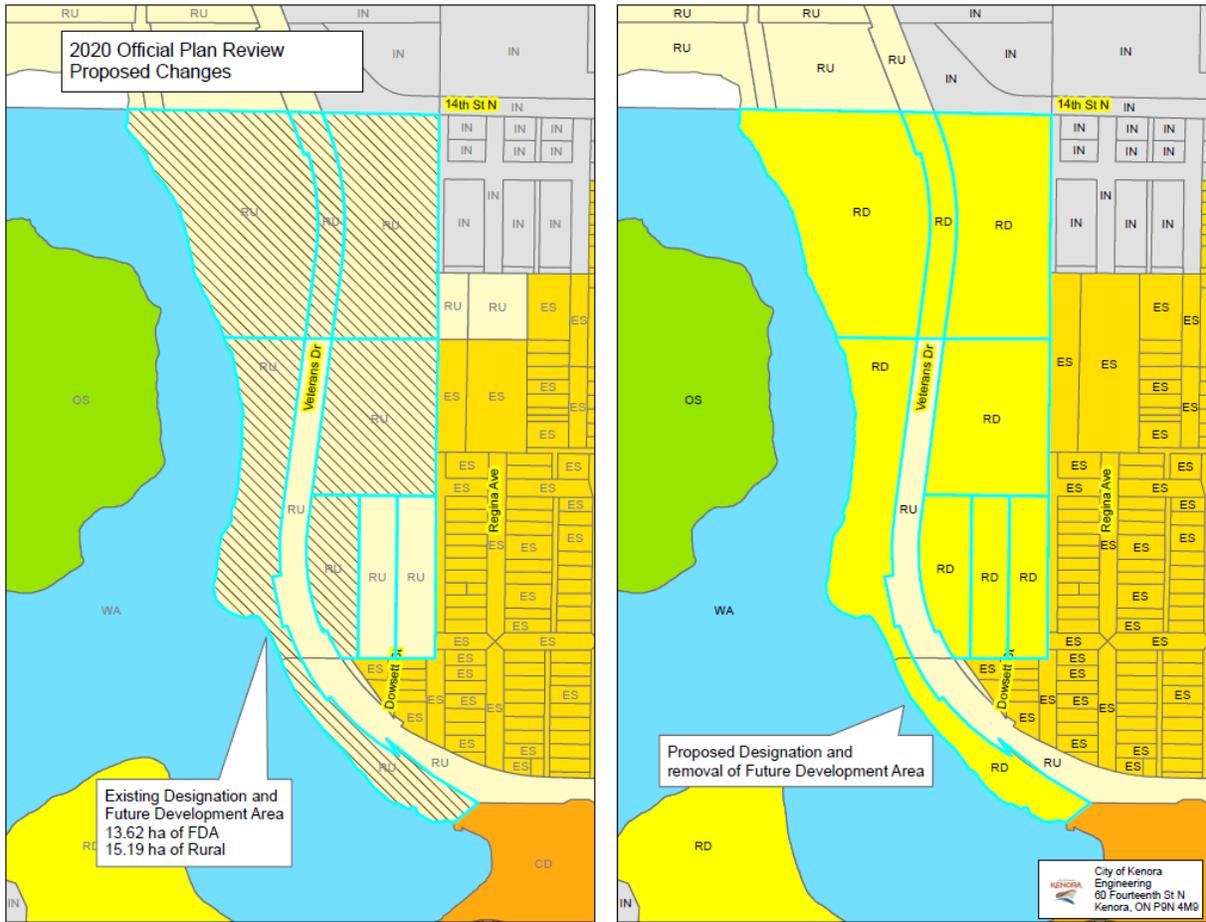
Recommended for Consideration by City Administration

February 10, 2021

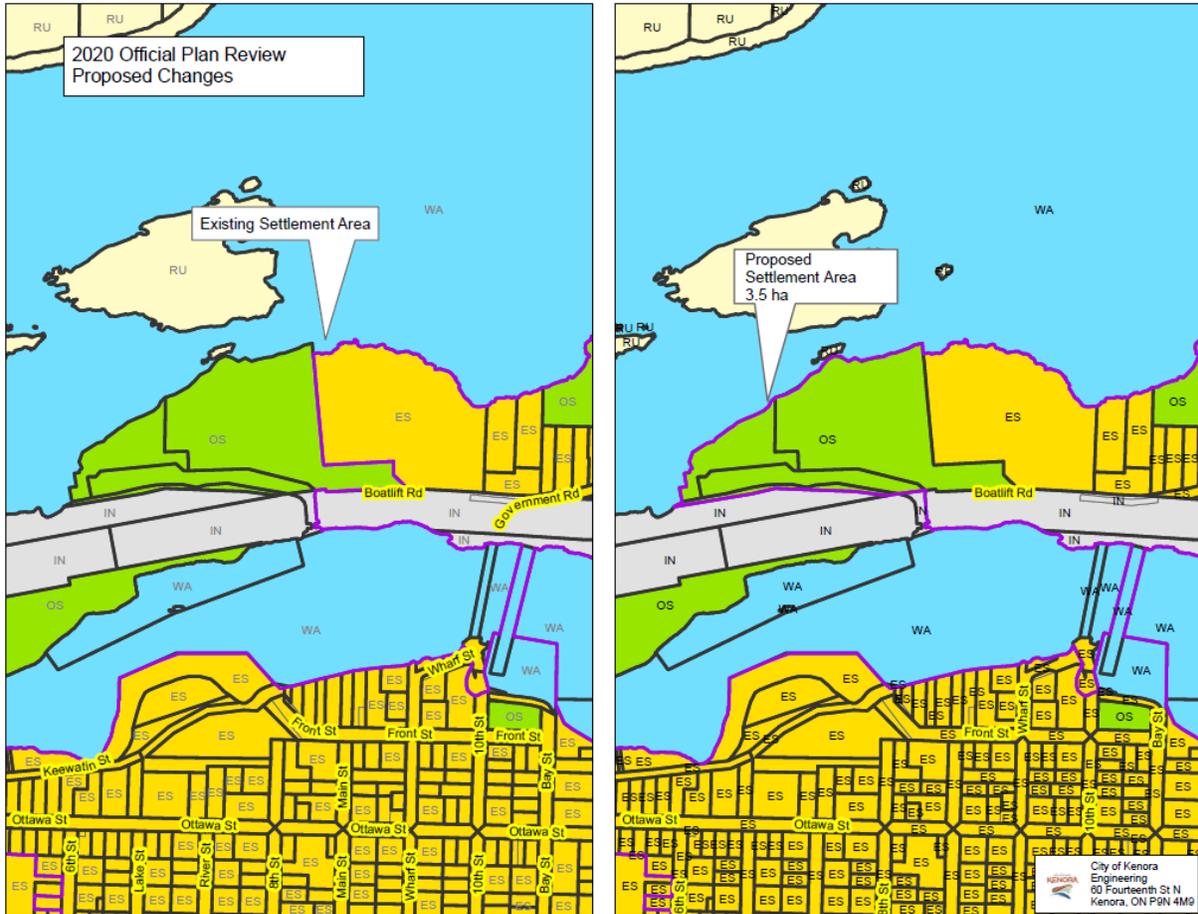
**Map 1: City-Owned Properties at north end of Regina Avenue – expansion of Established Area to include all of both properties.**



**Map 2: Properties on either side of Veterans Way, from Rural Area (most with a Future Development overlay) to Residential Area.**



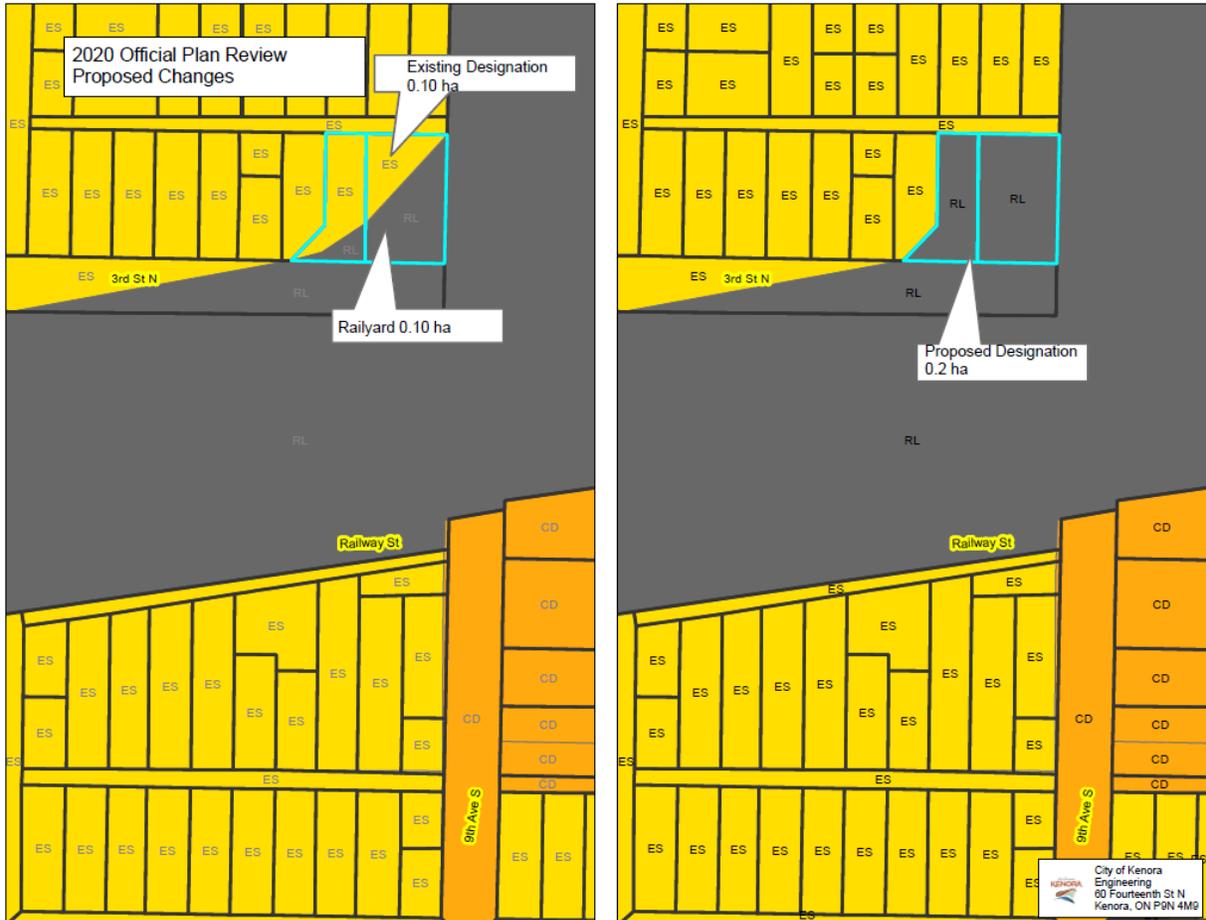
**Map 3:** Expansion of the Settlement Area boundary to encompass all of the City-owned property north of Boatlift Road in Keewatin, plus land being acquired from the Crown to allow more flexibility in future development of the property.



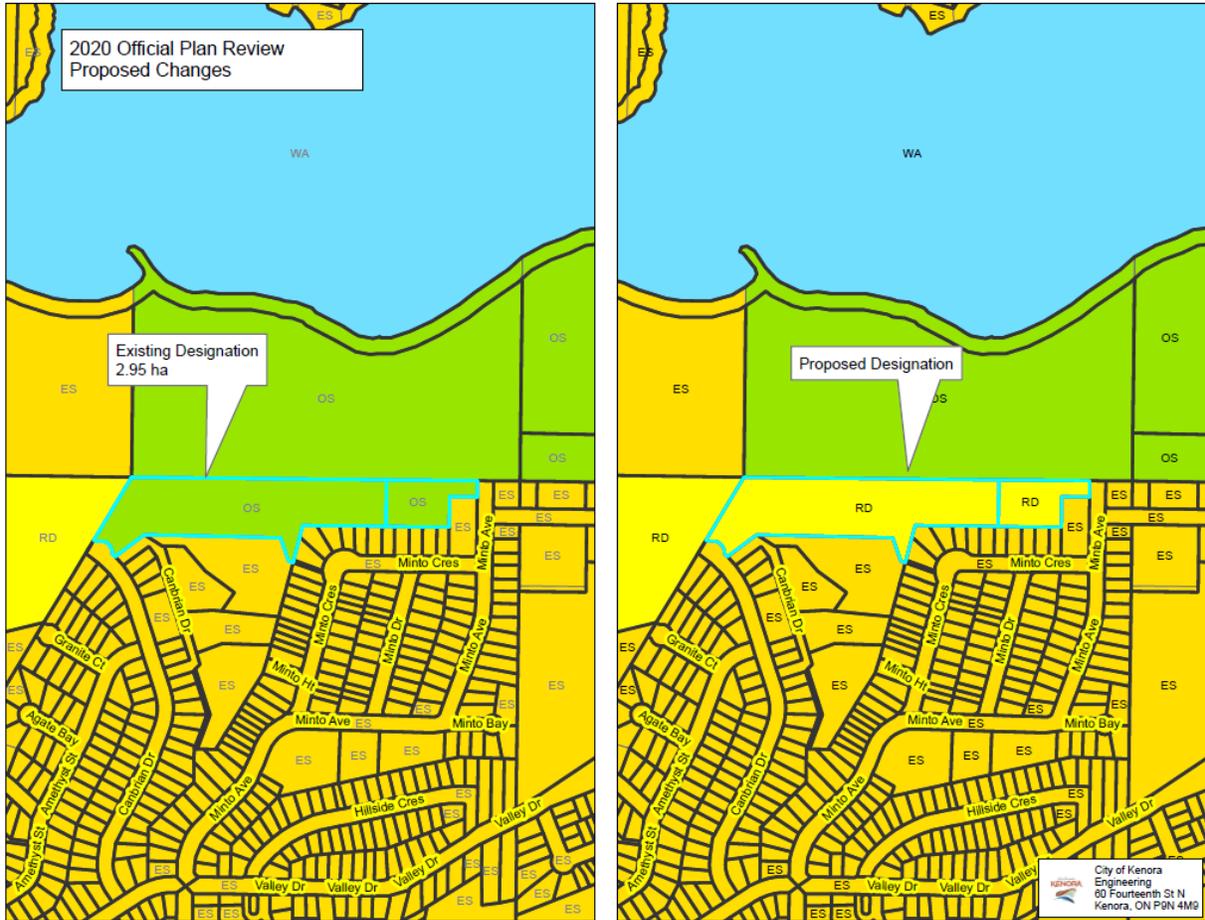
**Map 4:** Re-designate City-owned property on the north side of Norman from Rural Area with a Future Development overlay to Residential Development Area, to allow for future expansion of the existing residential neighbourhood.



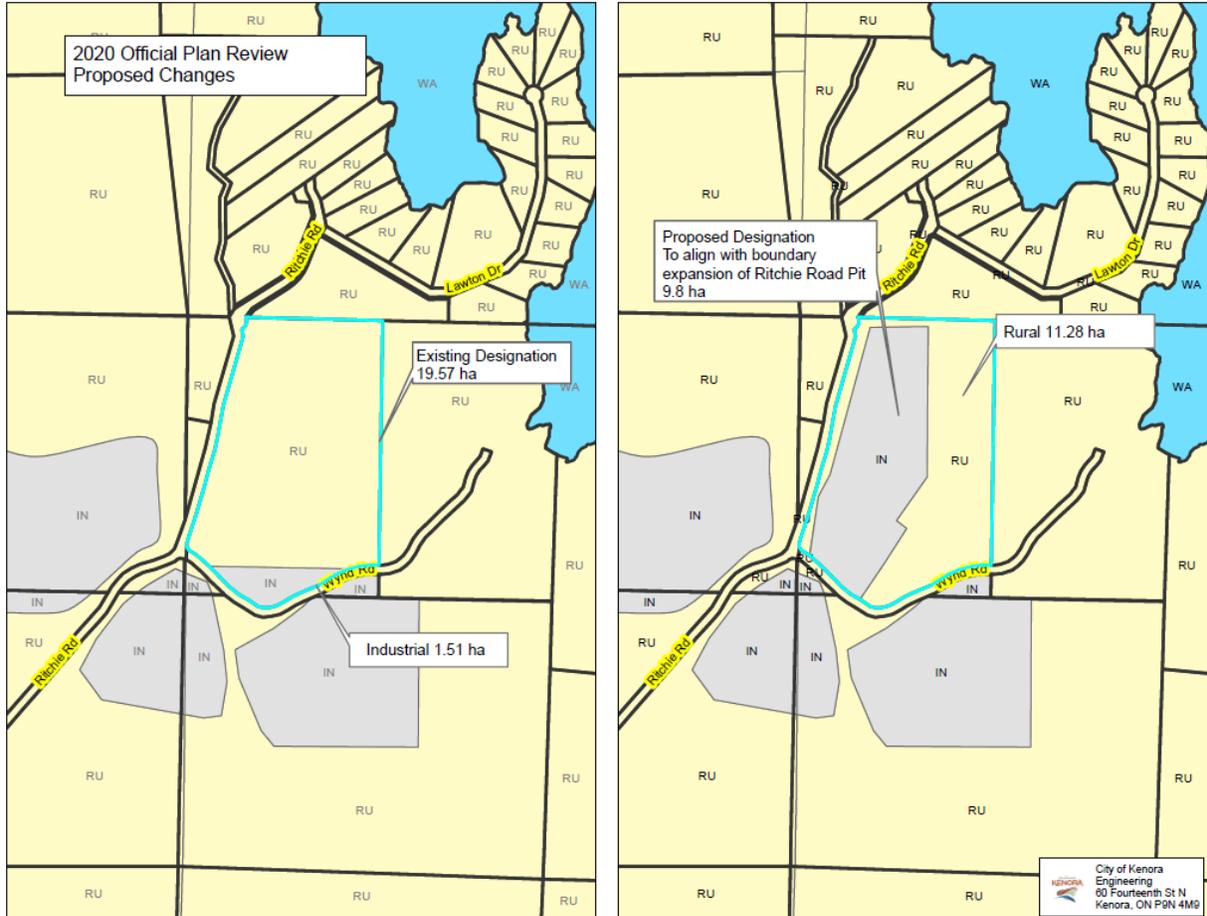
**Map 5:** Remove the Established Area designation from portion ss of properties owned by CP on the edge of the rail yard, and expand the Railyard designation to encompass the entire lots.



**Map 6:** Re-designate two City-owned properties north of Cambrian Drive and Minto Crescent from Open Space to Residential Development Area, to allow for future expansion of the residential neighbourhood.



**Map 7: Expansion and re-alignment of the Industrial Development Area north of Wynd Road to align with the boundary of the City's expanded Ritchie Road gravel pit.**

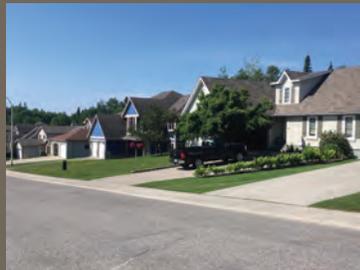








# City of Kenora Official Plan Review 2020-2022



## Final Policy Directions and Recommendations Report January 2021

Lake of the Woods  
**KENORA**





Image Sources:

WSP (2020)

Ne-Chee Friendship Centre

(<https://www.facebook.com/necheefriendshipcentre/>)

Christmas Tree on Main Street by Chris Barre of Skycam UAV

([ps://www.northernontario.travel/sunset-country/kenora-christmas-tree-on-main-street](https://www.northernontario.travel/sunset-country/kenora-christmas-tree-on-main-street))

**Prepared For:**  
**City of Kenora**

Kevan Sumner, City Planner  
60 Fourteenth Street North  
Kenora, ON P9N 4M9  
T: 807.467.2059  
[www.kenora.ca](http://www.kenora.ca)

**Prepared By:**  
**WSP Canada Inc.**

2611 Queensview Drive, Suite 300  
Ottawa, ON K2B 8K2  
T: 613.829.2800  
[www.wsp.com](http://www.wsp.com)

*Lake of the Woods*  
**KENORA**





## Table of Contents

<b>1.0</b>	<b>Introduction .....</b>	<b>3</b>
<b>2.0</b>	<b>Policy Directions and Recommendations .....</b>	<b>3</b>
2.1	Implementation and Interpretation (Bills 73, 108, 138 and 139).....	3
2.2	Goals and Vision .....	5
2.3	Growth Management and Vacant Land Supply .....	6
2.4	Active Transportation and Non-motorized Recreational Trails .....	7
<b>2.5</b>	<b>Age-Friendly .....</b>	<b>7</b>
2.6	Agricultural / Rural Policies.....	8
2.7	Climate Change .....	8
2.8	Community Improvement Policies.....	9
2.9	Cultural Heritage and Archaeological Resources .....	10
2.10	Harbourtown Centre.....	10
2.11	Housing.....	10
2.12	Natural Hazards.....	14
2.13	Natural Heritage .....	14
<b>2.14</b>	<b>Schedules (Mapping) .....</b>	<b>14</b>
2.15	Waterfront Development.....	15
2.16	Wildland Fire Hazards .....	16
<b>3.0</b>	<b>Proposed Official Plan Format.....</b>	<b>16</b>
<b>4.0</b>	<b>Conclusion .....</b>	<b>16</b>

## Appendices

Appendix A Draft Official Plan Table of Contents



**City of Kenora  
Official Plan Review 2020 - 2022**

This page left intentionally blank



## 1.0 Introduction

The City of Kenora is undertaking the legislated review of its Official Plan pursuant to Sections 17 and 26 of the Planning Act, RSO 1990, as amended. The current Official Plan was adopted in May 2015. This Policy Directions and Recommendations Report (the “Report”) has been prepared to identify key policy changes that will need to be addressed as part of the Official Plan review. This Report was prepared in conjunction with a Background Report, December 2020, that contains information on key matters related to:

- The new 2020 Provincial Policy Statement;
- Local municipal plans and policies completed since 2015;
- Other Acts that have come into effect since the existing Official Plan was approved;
- Information provided through the One Window consultation meeting with the Ministry of Municipal Affairs and Housing and other Provincial ministries held in October 2020; and
- The online Community Survey results related to the online Public Open House held in November to December 2020.

Furthermore, local matters relevant to the Official Plan Review have been identified in consultation with City staff and community members through the online Public Open House. Key local issues have been identified in this Report, and recommendations are provided for the proposed approach to address policy changes in a way that protects local and provincial interests, while being sensitive to the existing context and the community’s future.

## 2.0 Policy Directions and Recommendations

Proposed preliminary policy directions and recommendations are identified in this report in **bold text**, and are intended to foster discussion. This Report does not address the technical changes to the Zoning By-law, which will be addressed through the concurrent Zoning By-law review.

### 2.1 Implementation and Interpretation (Bills 73, 108, 138 and 139)

The Smart Growth for Our Communities Act, 2014, (Bill 73) received Royal Assent on December 3, 2015 and introduced changes to the Planning Act and Development

Charges Act. It is noted that the City of Kenora does not have a Development Charge By-law. Revisions to the Official Plan will address the following legislative changes:

- The list of matters of Provincial interest is expanded to include built form that is well-designed, encourages a sense of place and provides for public spaces that are of high quality, safe accessible, attractive and vibrant;
- The required contents of an Official Plan (Section 16(1)) are expanded to include a description of the measures and procedures for informing and obtaining the views of the public in regard to Official Plans/Amendments, Zoning By-laws, Plans of Subdivisions and Consents; and
- Where a municipality has adopted a new Official Plan, the review timeframe is modified to ten (10) years after the new Official Plan has come into effect, but a five (5) year review cycle continues to apply in situation where an Official Plan is being updated and not replaced in its entirety.

In addition, the following provincial Acts came into force since the City's last Official Plan Review in 2015: The More Homes, More Choices Act, 2019 (Bill 108) received Royal Assent on June 6, 2019 and the Plan to Build Ontario Together Act (Bill 138) received Royal Assent on December 10, 2019. The Building Better Communities and Conserving Watersheds Act, 2017 (Bill 139) has been enacted as Chapter 23 of the Statutes of Ontario, 2017. The new Act continues the Ontario Municipal Board (OMB) under the name the Local Planning Appeal Tribunal (LPAT) and repeals the Ontario Municipal Board Act. The new Act lists types of rules that the Tribunal may make regarding its practices and procedures and specifies certain powers of the Tribunal regarding proceedings.

Consequently, significant amendments were made to the Planning Act. In broad terms, Bill 108 introduced legislative changes to provide new tools to support new development in communities, and Bill 138 added changed Section 27 of the Planning Act, which created an appeal process for Community Benefit Charges with alternate parkland provisions. The new Official Plan for the City of Kenora will comply with the amendments made to the Planning Act as a result of the new Bills.

**Recommendation 1 – Update Official Plan policies to reflect the legislative changes associated with the new Bills and changes to the Planning Act. It is recommended that the City repeal its existing Official Plan and adopt a new 10-year Official Plan. Moreover, it should be considered to add new policies to enable potential tools to support new development in the**



community, such as a Community Planning Permit System, if desired by the City.

## 2.2 Goals and Vision

The Official Plan will establish goals and vision to guide development in the community over the next 20 years. A vision is an aspirational statement that identifies what is important to the community, now and in the future. Goals establish more detailed targets based on a vision.

Through the online Community Survey, survey respondents generally expressed a vision for Kenora which offers more variety, choice, and opportunities in all facets of life, such as housing, employment, transportation, and recreation. In other words, community members envision Kenora as a healthy inclusive community. Key words provided through the survey to describe the future of the community are illustrated below:



**Recommendation 2 – Establish a vision and a series of goals based on community input received through the online survey as well as the existing**

**OP and Strategic Plan visions. The goals and vision should be centered on the theme of a healthy inclusive community which offers opportunities and options for everyone at all stages of life. The goals and vision should also be consistent with the goals and vision of existing municipal documents created with public input, and the 2021 Strategic Plan.**

### **2.3 Growth Management and Vacant Land Supply**

As part of the City's Official Plan review process, the City retained Urban Systems to conduct a Vacant Lands and Growth Strategy report (March 2020) ("Urban System report") for a planning horizon of 20 years to the year 2039. The report states that the population of the City will increase to between 16,986 (low) and 17,371 (high) by 2039. Based on an average household size of 2.2 persons, this is projected to result in a need for 456 (low), 539 (medium), or 623 (high) additional dwelling units, depending on the growth scenario applied, to accommodate the projected growth in the community. These units do not account for the existing shortage of housing needs. The estimated land required to accommodate the forecasted residential dwelling development is 31.4 ha (81.2 ac) (low), 40.4 ha (99.7 ac) (medium), or 46.7 ha (115.3 ac) (high), depending on the growth scenario applied.

Regarding employment projections, the 2016 Census identified a total employed labour force of 7,510 in 2016, or 1.16 employed individuals per household. Assuming there are no changes to the participation, employment, or unemployment rates, and employment growth matches the projected population growth, the City has estimated that up to 130 jobs will be added by 2024, 287 jobs by 2029, and 625 jobs by 2039. The Urban Systems report projected employment growth to the year 2026, with between 84 and 130 jobs being added, which is slightly more conservative.

The City conducted a vacant land supply analysis to determine if sufficient lands are available to accommodate future residential and employment growth, using the medium growth scenario used by Urban Systems. The detailed analysis can be found in the Background Report, which is available under separate cover. In summary, the City has a total of 227.2 ha (561 ac) of vacant land available for development within the settlement area, with 80.3 ha currently available for future residential uses and 146.9 ha available for future employment uses. As such, the City has determined that there is enough vacant land supply to accommodate the projected population, housing and employment growth to the year 2039, with



surplus lands available to address existing housing shortages. Therefore, a settlement area boundary expansion is not required at this time.

**Recommendation 3 – Review designated residential lands to ensure projected residential growth over the next 20 years is directed to the most appropriate locations. In addition, opportunities to re-designate some ‘Industrial’ lands to ‘Commercial’ should be considered to accommodate the projected commercial employment growth.**

## 2.4 Active Transportation and Non-motorized Recreational Trails

The City recognizes the importance of its beaches, parks and trails throughout the municipality. Council has adopted the City of Kenora Beaches, Parks and Trails Plan (2016) to guide the municipality in enhancing a network of on-road cycling facilities, trails and pathways that will help turn the City into a destination community. The Plan illustrates concept plans for the beaches, parks, and trails that will be implemented over time. Moreover, through the online survey, community members expressed the importance of recreational trails for active transportation (e.g. cycling). Therefore, the policies of the Official Plan should reflect the City of Kenora Beaches, Parks and Trails Plan.

**Recommendation 4 – To incorporate the existing and potential future non-motorized recreational trails in the Official Plan, it is recommended that the City consider the implementation of an Active Transportation Plan as an Official Plan policy.**

## 2.5 Age-Friendly

The City's Official Plan should be developed through the application of an age-friendly lens to ensure that quality of life can be achieved for all ages and abilities. The Official Plan policies need to be supportive of age-friendly initiatives, infrastructure, and facilities, with a specific focus on implementing the actions / recommendations of the City's Age-Friendly Strategic Plan (2016). The Plan's key opportunities include areas for outdoor spaces/building; transportation; and housing. Planning for an age-friendly community helps municipalities make informed future decisions regarding land development, parks and open space, transportation, and social services, and ensure that community investments and adaptations in age-friendly infrastructure and services are implemented as needed. The City endeavors to be a leader in age-friendly community planning.

The following policy in the City's Age-Friendly Strategic Plan (2016) was considered in the online Community Survey, with respect to parking issues:

- Implement special policies for Age-Friendly Priority Zones, such as:
  - One drop-off / loading spot shall be provided in an Age-Friendly Priority Zone (e.g. a drop-off spot should replace a few of the street parking stalls in Harbourtown Centre).

**Recommendation 5 – Official Plan policies, such as housing, transportation, and parks and open space, should be updated to reflect age-friendly considerations, as appropriate.**

## **2.6 Agricultural / Rural Policies**

While there are no prime agricultural areas identified in the City, the Official Plan Review will include an analysis of agricultural and rural land use policies. Policies will be updated to reflect the 2020 PPS and the Ontario Ministry of Agriculture, Food and Rural Affairs Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2016), with respect to agriculture-related uses and on-farm diversified uses. As part of the One Window pre-consultation meeting, the Province confirmed that Kenora does not have any prime agricultural land (i.e. Class 1, 2 or 3 soil types).

While agricultural and rural land uses policies will be updated, the online Community Survey demonstrated that members of the community are in favor of urban agricultural uses, as well as the keeping of animals (e.g. backyard chickens, beekeeping). Although these new uses are desired, there are some concerns about associated noise, odour, safety and animal wellbeing.

**Recommendation 6 – Update Official Plan policies to support the establishment of agricultural uses, agriculture-related uses, and on-farm diversified uses in rural areas.**

## **2.7 Climate Change**

Climate change is expected to result in more variable and extreme weather patterns and events such as flooding, droughts, and wildland fires, placing communities at risk for property and infrastructure damage, as well as posing public health and safety hazards. The PPS mandates local planning authorities to support climate change adaptation through land use and development decisions.



**Recommendation 7 – The City has adopted several plans and studies that support climate change adaptation. Policies should be added to the Official Plan in alignment with the Sustainability Action Plan (2021), the 5-Year Corporate Energy Conservation, the Demand Management Plan (2019), the Community Energy Plan (2019) and the Climate Change Adaptation as well as the Resilience Study (2018). A new Wildland Fire Hazard Schedule is recommended to be added to implement Provincial direction and to illustrate the presence of hazardous forest types.**

## 2.8 Community Improvement Policies

A Community Improvement Plan (CIP) is a planning and economic development tool that enables a municipality to promote community revitalization. In 2017, the City adopted three (3) Community Improvement Plans:

- Former Mill Site Community Improvement Plan;
- Harbourtown Centre Community Improvement Plan; and
- Keewatin Community Improvement Plan.

Through CIPs, municipalities can promote reinvestment and redevelopment by establishing financial incentive programs. These financial incentive programs may support affordable housing, brownfield redevelopment, façade and signage improvements, landscaping, and gateway features, among other initiatives. CIPs can also include municipal leadership strategies (e.g. streetscape improvements). CIPs are required to conform to the Official Plan. Before a CIP may be adopted, a CIP Project Area must be identified and designated through a municipal By-law.

Under Section 8.2 of the existing Official Plan, the future candidate areas for Community Improvement Plans include Railway Street (from the CPR to Tenth Avenue South) and Highway 17 East (from Whitehead Road to Second Street). It is planned in the existing Official Plan to have several CIPs. As part of the Official Plan Review, the City could designate the entire municipality as one CIP area by consolidating the existing Community Improvement Plans and create a City-wide CIP.

**Recommendation 8 - The Official Plan policies should be revised to allow for the consideration of one City-wide CIP. The new CIP should include specific project areas. This would allow the City to integrate the rural area to potentially support rural economic development opportunities such as**

**resource-based recreation, tourism, and agriculture. The development of a new City-wide CIP would be required to follow the prescribed Planning Act process.**

## **2.9 Cultural Heritage and Archaeological Resources**

There are designated cultural heritage and archaeological resources in the City, such as Tunnel Island. The Official Plan policies will be updated to provide policy direction on the studies that may be required for development applications, including cultural heritage assessments and archaeological assessments. The need for any studies would be determined by the City through a pre-consultation meeting with a proponent.

**Recommendation 9 – The cultural heritage and archaeological resources policies should be updated to reflect the 2020 PPS, and to include the required studies that are to be submitted at the time of a development application.**

## **2.10 Harbourtown Centre**

The Harbourtown Centre is an important economic, cultural and touristic area for the City of Kenora. The Official Plan should have policies that reflect the Harbourfront Business Development Plan (2019).

**Recommendation 10 – The Official Plan policies should be revised to encourage a vibrant economy, business opportunities, and improvements to the public realm in the Harbourtown Centre, by reflecting the recommendations of the Harbourfront Business Development Plan (2019).**

## **2.11 Housing**

Through the online Community Survey, community members generally expressed support for more housing options in the City, with a prominent focus on increasing the supply of housing. The recommendations in this section are intended to meet the requirements of the Planning Act (e.g. to authorize additional residential units) and PPS direction to accommodate an appropriate range and mix of residential uses (including additional residential units, affordable housing, and housing for older persons).



**Recommendation 11 – Revise Official Plan policies to encourage the construction of affordable housing, as well as to provide more opportunities for intensification of housing developments in low-density residential zones and promote medium density residential uses as infill in the settlement area, in appropriate locations.**

## **2.11.1 Affordable Housing**

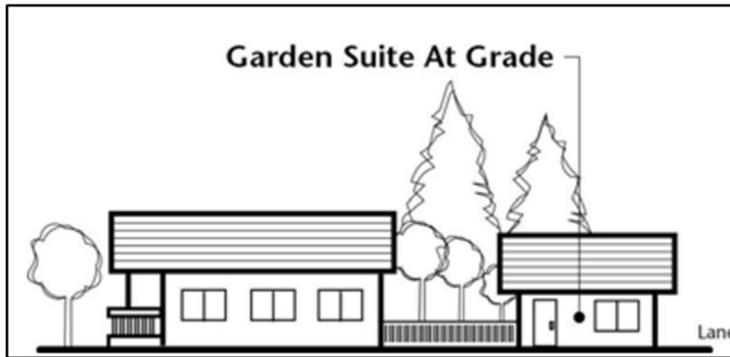
The City of Kenora adopted the ‘Enabling Affordable Housing Action Plan’ in 2018. Affordable housing has been recognized by the City as a key priority in guiding community development in the future. The outcome of this Plan should be reflected in the new Official Plan. In addition, the City is to establish and implement minimum targets for the provision of housing which is affordable to low and moderate-income households, and which aligns with applicable housing and homelessness plans.

**Recommendation 12 – Update Official Plan policies to reflect the 2020 PPS as well as the City’s Enabling Affordable Housing Action Plan (2018). Develop policies to direct development and promote the availability of a full range of housing types to meet a range of identified needs, and add enabling policies needed to use planning and financial tools.**

## **2.11.2 Garden Suites**

Section 39.1 of the Planning Act allows a municipality to pass a temporary by-law to permit Garden Suites (often referred to as coach houses or ‘granny flats’). Temporary Garden Suites are single-unit detached residential structures containing bathroom and kitchen facilities that are ancillary to existing residential dwellings and designed to be portable. The portable unit is permitted for a period not exceeding 20 years. This form of housing contributes to the affordable housing supply to provide residents with an opportunity to age in place.

**Recommendation 13 – Add Official Plan policies to permit garden suites in the settlement area where full municipal services are available, and in the Rural Area, subject to appropriate servicing and other relevant planning considerations.**



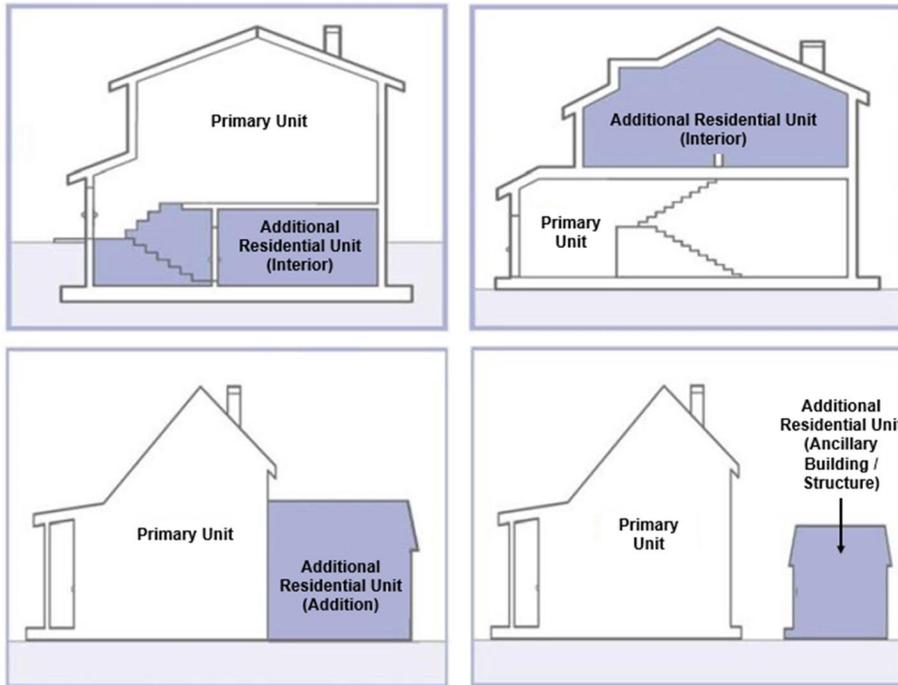
**Image Source: Ministry of Municipal Affairs and Housing (2014)**

### **2.11.3 Additional Residential Units**

Additional residential units (formerly referred to as second units) are self-contained residential units with a private kitchen, bathroom facilities and sleeping areas, within dwellings or within structures ancillary to a dwelling. Examples include basement apartments, in-law flats, and suites contained within a separate ancillary structure, such as above a detached garage. In order to comply with the provisions of the Planning Act regarding additional residential units, the Official Plan and Zoning By-law will need to be updated to include policies permitting additional residential units in detached, semi-detached and row houses, in both the primary dwelling and ancillary buildings or structures. In effect, this permits a total of three (3) residential units: two (2) residential units in a detached, semi-detached or row house (e.g. the main dwelling unit and a basement apartment), as well as one (1) additional residential unit in an ancillary building or structure (e.g. a garage).

The associated Regulations (Ontario Regulation 299/19) sets out requirements and standards to remove barriers to the establishment of additional residential units, as follows:

- One (1) parking space for each of the additional residential units which may be provided through tandem parking;
- Where a Zoning By-law requires no parking spaces for the primary residential unit, no parking spaces would be required for the additional residential units; and
- Where a Zoning By-law is passed that sets a parking standard lower than a standard of one (1) parking space for each of the additional residential units, the municipal Zoning By-law parking standard would prevail.



**Image Source: Adapted from Ministry of Municipal Affairs and Housing (2019)**

Additional residential units should be permitted in accordance with the Planning Act, subject to appropriate servicing and other relevant planning considerations. Official Plan policies and Zoning By-law provisions which are supportive of additional residential units were widely supported by community members in the online Community Survey.

**Recommendation 14 – Add Official Plan policies to allow additional residential units in the settlement area where full municipal services are available, and in the rural area where adequate private services can be provided, subject to relevant planning considerations.**

### 2.11.4 Short-term Accommodations

Short-term accommodations refer to private rentals of a dwelling (e.g. house, townhouse, condominium, apartment and secondary suites) for less than 30 days (e.g. through online platforms like Airbnb). The outcome of the online Community Survey indicated that short-term accommodations should be regulated to minimize the loss of housing supply and the impact on the neighborhood character.

**Recommendation 15 – Policies concerning potential regulation of short-term accommodations may be considered for inclusion in the Official Plan,**

**related to impacts on loss of housing supply, neighbourhood character, and nuisances.**

### 2.12 Natural Hazards

The existing Official Plan identifies certain lands along the Winnipeg River and Lake of the Woods as 'Hazard Lands'. The same wording is used to identify contaminated lands. In order, to appropriately identify these lands that are subject to flooding and/or slope hazards, it is recommended to consider designating / renaming these lands as 'Natural Hazards'. The terminology of the Official Plan and Zoning By-law should be updated to refer to these lands as 'Natural Hazards', as the term 'Hazard Lands' can be misinterpreted as meaning contaminated lands. Consequently, the term 'Hazard Lands' should only be used to identify contaminated lands.

**Recommendation 16 – Update terminology in the Official Plan to use 'Natural Hazards' to describe lands prone to flooding and/or slope hazards and update the Official Plan Schedules with up-to-date floodplain and slope stability mapping, as required.**

### 2.13 Natural Heritage

Updates to the natural heritage policies in the Official Plan are required to ensure consistency with the 2020 PPS and the Province's Natural Heritage Reference Manual, Second Edition (2010). The Official Plan policies should reflect the community's desire for protection and celebration of the natural heritage features and areas.

**Recommendation 17 – Natural heritage features and areas policies should be revised in accordance with the PPS.**

### 2.14 Schedules (Mapping)

Four (4) new land use schedules should be updated with an Annex / developed as follows:

- Schedule A – Settlement Area: Indicating land use designations within the Settlement Area;
- Schedule B – Rural Area: Indicating land use designations outside of the Settlement Area;
- Schedule C – Natural Heritage and Development Constraints: Indicating natural features such as wetlands, watercourses, and development constraints such as



abandoned mine sites, mineral aggregate resources, and natural hazard lands throughout the City; and

- Schedule D – Potential Wildland Fire Hazards: Indicating areas of high and extreme potential for wildland fires throughout the City, based on forest types and Provincial data.

## **Recommendation 18 – The Official Plan should include updated Schedules with the most current mapping information available.**

### **2.15 Waterfront Development**

There is need to ensure that appropriate Official Plan policies are in place to protect the City's waterfront area's unique physical and environmental character. Concerns have been expressed regarding the scale, height, and setbacks of new development and the redevelopment of waterfront properties. Furthermore, the same concerns apply to accessory buildings and the impacts on adjacent properties and on the natural environment, natural and built heritage, and visual impacts. The existing Official Plan contains general policies which should be clarified. Given the importance of the natural environment, and the scale of development that has been occurring, the development of an urban design framework in the Official Plan would be an important step for the City to establish design guidelines for waterfront development that could consider:

- Appearance of waterfront development from the land and from the water;
- Dwelling size relative to island and lot size and lot frontage;
- Boathouse and dock guidelines;
- Protection of views;
- Built form, massing, and building materials; and
- Limiting hardened shorelines in development / redevelopment of waterfront properties, and encouraging shoreline naturalization, where feasible.

The establishment of waterfront development design guidelines would be a tool that could assist the City with evaluating development applications to ensure that a proposed development respects and blends into the natural environment. The guidelines would also inform the implementing Zoning By-law. The guidelines would be developed to ensure that the ecological integrity of shorelines and protection of water quality are maintained, while recognizing the importance of protecting shorelines and islands from overdevelopment and restoring shorelines to a

naturalized state. The guidelines could also address boathouses in terms of establishing size, visual impact, height, lift mechanisms to clear water and ice, building materials, and water protection.

**Recommendation 19 – Update the Official Plan policies to protect the unique physical and environmental character of the waterfront.**

### **2.16 Wildland Fire Hazards**

The updated Official Plan is required to address the risks associated with development near the presence of hazardous forest types for wildland fire, in order to be consistent with the PPS.

**Recommendation 20 – Address wildland fire hazards by:**

- **Including a Schedule illustrating lands within the City which are at high risk for wildland fire; and**
- **Include policies which generally direct development away from lands that are unsafe for development due to the presence of hazardous forest types, unless mitigation is undertaken.**

## **3.0 Proposed Official Plan Format**

The new Official Plan format is proposed to be revised to include modern design, user friendly and accessible best practices, and updated policies and sections as required. **Appendix A** contains a draft Table of Contents for the new Official Plan.

## **4.0 Conclusion**

In conclusion, the preliminary policy directions and recommendations outlined in this Report provide the foundation for revisions to existing Official Plan policies, and the inclusion of new policies based on Provincial direction and input from the community. The new Official Plan policies will be implemented through the Zoning By-law Review, which will be undertaken concurrently with the Official Plan Review.



This page left intentionally blank



**Appendix A:  
Draft Official Plan Table of Contents**



**City of Kenora  
Official Plan Review 2020 - 2022**

---

This page intentionally left blank



(Note: New proposed sections are highlighted in yellow; other changes are in grey)

## **Section 1: Introduction to the Official Plan**

- 1.1 Purpose of the Official Plan
- 1.2 Community Context ~~Basis of the Plan~~
- 1.3 Growth Management ~~The Challenge Ahead – Kenora’s Growth Strategy~~
- 1.4 Vacant Lands
- 1.5 Effect of the Official Plan
- 1.6 How to use this Official Plan ~~Structure of the Official Plan~~
- 1.7 Interpretation of the Plan ~~How to Read the Official Plan~~

## **Section 2: Vision and Goals** (~~City Vision~~)

- 2.1 Vision
- 2.2 Goals (~~Guiding Principles and Objectives~~)

## **Section 3: General Land Use Policies** (~~General Development Policies~~)

- 3.1 Accessory Uses
- 3.2 Additional Residential Units (~~Secondary Dwelling Units~~)
- 3.3 Affordable Housing
- 3.4 Age-Friendly
- 3.5 Climate Change (~~Air Quality and Climate Change~~)
- 3.6 Community and Neighbourhood Design
- 3.7 Communications and Telecommunications Infrastructure (~~Communication Towers~~)
- 3.8 Cultural Heritage and Archaeological Resources
- 3.8 Land Use Compatibility (~~Development and Redevelopment Adjacent to Railway / Transportation Corridors~~)
  - 3.8.1 Railway / Transportation Corridors
  - 3.8.2 Kenora Airport Area
  - 3.8.3 Wayside Pits and Quarries, Portable Concrete  
And Asphalt Plants
- 3.9 Development on Private Roads
- 3.10 Drive-Through Facility
- 3.11 Forestry Operations
- 3.12 Group Homes
- 3.13 Home Industries
- 3.14 Home Occupations
- 3.15 Laneway Housing
- 3.16 Natural Hazards (~~Hazard Lands~~)
- 3.17 Natural Heritage
- 3.18 Residential Densities
- 3.19 Stormwater Management (~~Surface and Groundwater Water Quality~~)
- 3.20 Private Water and Sewer services (~~Private sewage Disposal and Water Systems~~)
- 3.21 Public Uses
- 3.22 TransCanada Pipeline

- 3.23 Rural and Urban Agriculture
- 3.24 Short-term Accommodations
- 3.25 Waterfront Development (~~Water Lots, Dock and Shoreline Development; Water Lots~~)
- 3.26 Wildland Fire Hazards

#### **4. Land Use Designations**

- 4.1 Settlement Area (~~Established Area~~)
  - 4.1.1 Permitted Uses
  - 4.1.2 Settlement Area Policies
- 4.2 Residential Development Area
  - 4.2.1 Permitted Uses
  - 4.2.2 Residential Development Area Policies
- 4.3 Harbourtown Centre
  - 4.3.1 Permitted Uses
  - 4.3.2 Harbourtown Centre Objectives
  - 4.3.3 Harbourtown Centre Policies
  - 4.3.4 Parking
  - 4.3.5 Physical Development
  - 4.3.6 Community Improvement Area
- 4.4 Commercial Development Area
  - 4.4.1 Permitted Uses
  - 4.4.2 Commercial Development Area Policies
- 4.5 Industrial Development Area
  - 4.5.1 Permitted Uses
  - 4.5.2 Industrial Development Area Polices
- 4.6 Open Space
  - 4.6.1 Permitted Uses
  - 4.6.2 Open Space Policies
  - 4.6.3 Parkland Dedication
- 4.7 Railyard
- 4.8 Rural Area
- 4.9 Airport (~~Development in the Vicinity of the Kenora Airport~~)
- 4.10 Waste Disposal Site

#### Section 5 Special Policy Overlays

- 5.1 Natural Hazards
- 5.2 Natural Heritage
  - 5.2.1 Deer Winter Habitat
  - 5.2.2 Endangered and Threatened Species
  - 5.2.3 Environmental Protection
  - 5.2.4 Fish Spawning and Nursery Area
  - 5.2.5 Nesting Site
  - 5.2.6 Waterfowl Habitat



- 5.2.7 Wetlands (~~Wetlands and Provincially Significant Wetlands~~)
- 5.2.8 Wildlife Habitat
- 5.3 Cultural Heritage Resources
  - 5.3.1 Cultural Heritage Policies
  - 5.3.2 Archaeological Resources
  - 5.3.3 Black Sturgeon Lake (~~Restricted Development Area~~)
- 5.4 Future Development Area
- 5.5 Aggregate and Mineral Resources
  
- Section 6 Municipal Services
  - 6.1 Municipal Services
  - 6.2 Private Services
  
- Section 7 Transportation
  - 7.1 Active Transportation and Non-motorized Recreational Trails (~~Trail Pathway System~~)
  - 7.2 Arterial Roads
  - 7.3 Collector Roads
  - 7.4 Local Roads
  - 7.5 Private Roads
  - 7.6 Protection of Rights-Of-Way
  - 7.7 Provincial Highways
  
- Section 8 Implementation
  - 8.1 Community Improvement
  - 8.2 Community Benefits Charges (~~Section 37~~)
  - 8.3 Development Charges
  - 8.4 Environmental Impact Statements
    - 8.4.1 Scoped Environmental Impact Statement
    - 8.4.2 Full Site Environmental Impact Statement
  - 8.5 Hazard Lands (~~Potential Contaminated Sites~~)
  - 8.6 Implementation and Interpretation (~~General~~)
  - 8.5 Indigenous Engagement
  - 8.7 Land Division
    - 8.7.1 Consents
    - 8.7.2 Consent Applications for Properties Adjacent to a Private Road
    - 8.7.3 Creation of New Lots
    - 8.7.4 Lot of Record
    - 8.7.5 Plan of Subdivision or Plan of Condominium
    - 8.7.6 Waterfront Development
  - 8.8 Parkland Dedication
  - 8.9 Pre-consultation and Prescribed Information (~~Pre-application Consultation and prescribed information for planning applications~~)
  - 8.10 Property Maintenance and Occupancy By-law



8.11 Public Engagement (~~Public Meetings~~)

8.12 Site Plan Control

8.13 Zoning By-law

8.13.1 Holding Provisions

8.13.2 Non-conforming Uses

8.13.3 Temporary Uses

Section 9 Administration (~~Interpretation~~)

9.1 Official Plan Amendments ~~to the Plan~~

9.2 Review of the Official Plan

9.3 Technical and Minor Amendments (~~Land Use Designations~~)

Section 10 Schedules

- Schedule A – Settlement Area
- Schedule B – Rural Area
- Schedule C – Natural Heritage and Development Constraints
- Schedule D – Potential Wildland Fire Hazards

Appendix – Design Guidelines for Waterfront Development



Lake of the Woods  
**KENORA**





**February 2, 2021**

## **Housekeeping Council Briefing**

**(direct to Council – does not appear at COW)**

### **Agenda Item Title:**

Agreement with Business Advisory Centre Durham Inc. for the Ontario Small Business COVID-19 Recovery Network Program.

### **Background Information:**

The Northwest Business Centre provides entrepreneurs with guidance, business training, workshops and events, one-on-one counseling and mentoring. For the past 11 months, these services have been provided virtually, supporting small businesses most affected by COVID-19; retail, food services, hospitality, personal and professional care, tourism and construction businesses. The centre has responded to 100's of small businesses during the COVID-19 emergency and recovery stages of the pandemic. Located in Kenora, this Small Business Enterprise Centre (SBEC) offers programs and services to entrepreneurs of all ages and stages across the two districts of Kenora and Rainy River.

The "Ontario Small Business COVID-19 Recovery Network" is a \$2.04 million project that will build one centralized triage portal (website and email) to help small businesses in the wake of the economic fallout of COVID-19. This pan-Ontario project is funded by the province in an agreement with and administered by the Business Advisory Centre Durham (BACD) a registered non-profit.

BACD will enter into agreements with up to 46 Small Business Enterprise Centres (SBECs) and flow Grant funding to each of the SBECs enabling them to provide additional advisory support to small businesses in responding to the COVID-19 pandemic until September 20, 2021. Each of the 46 Small Business Centres throughout the province will receive \$32,000 to fund the additional advisory support.

The Northwest Business Centre will use these funds to provide successful business applicants with a grant towards one-time professional services that will aid businesses recovery or adaptations to the business operations and/or revenue streams.

### **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 Advisory Centre Durham Inc. for the Ontario Small Business COVID-19 Recovery Network Program; and further

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

### **Budget:**

Funding: \$32,000 to September 30, 2021.

### **Risk Analysis:**

There is Moderate Risk associated with the approval of this agreement as per the City of Kenora's Risk Management Matrix as the Manager of the NWBC interacts with the Senior Management Team for signing authority and annual review and monitoring of programs.

**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



**February 1, 2021**

## **Housekeeping Council Briefing**

**(direct to Council – does not appear at COW)**

**Agenda Item Title:** Amending Agreement - Rural Economic Development (RED) Program – Harbourtown Centre Beautification and Urban Forest Project

**Background Information:**

The City of Kenora was approved for funding under the RED program to deliver the Harbourtown Centre Beautification and Urban Forest project. The contribution agreement was executed in February 2020.

The end date of this project is required to be extended and the City of Kenora is in receipt of an amending agreement. 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 the Province of Ontario for the delivery of the Harbourtown Centre Beautification and Urban Forest project; and further

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

**Budget:** Total budget is \$62,000 with \$18,000 received from the RED program. Additional project funding had been committed by the Lake of the Woods Development Commission through Municipal Accommodation Tax revenues and Harbourtown BIZ. The City of Kenora contribution is \$40,000 which was approved in the 2020 unusual spending budget.

**Risk Analysis:** There is low risk to executing this agreement as it will allow for an amended project timeline.

**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.

**Briefing By:** Megan Dokuchie, Economic Development Officer

**Bylaw Required:** Yes

**February 1, 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:

- December 15, 2020 & January 28, 2021 – The Muse
- January 27, 2021 – Heritage Kenora
- January 27, 2021 – Kenora Public Library

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

- November 26, 2020 - Kenora Police Services Board
- January 13, 2021 – Kenora Handi Transit
- November 20 & December 18, 2020- Northwestern Health Unit; and further

That these Minutes be circulated and ordered filed.

**Briefing By:** Kelly Galbraith, Deputy Clerk

**Bylaw Required:** No



**February 8, 2021**

## **Housekeeping Council Briefing**

**(direct to Council – does not appear at COW)**

**Agenda Item Title:** 2020 Water & Wastewater Systems Monthly Summary Report – December

**Background Information:**

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

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

The Operations and Infrastructure Department recommends that Council accept the 2020 Water and Wastewater Systems Monthly Summary Report for December.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the December 2020 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:**

Resolution required. Jeff Hawley, WTP, WWTP

**Strategic Plan or other Guiding Document:**

Goal #2 Strengthen Our Foundations

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

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

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

**Briefing By:** Jeff Hawley, Operations & Infrastructure Manager

**Bylaw Required:** No

**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

December 2020

Prepared by: Ray Lindquist, Water & Wastewater Team Lead  
Ryan Peterson, ORO, Water Treatment Plant  
Darryl Wilson, ORO, Wastewater Treatment Plant

## **1.0 Introduction**

This report contains the major maintenance activities and operational events that occurred during the month of December 2020 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

## **2.0 Water Treatment Plant**

### **2.1 Monthly Flow and Operating Data – See Schedule “A”**

### **2.2 Weekly Bacteriological Samples**

1 Raw, 1 Treated and 6 Distribution for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- December 7
- December 14
- December 21
- December 29

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Flushed eyewash and shower stations.
- Greased fluoride feeder.
- Cleaned and verified filter effluent turbidimeters.
- Cleaned and verified effluent turbidimeter.

### **2.4 Training**

- No training took place in December.

### **2.5 Water Quality Complaints**

- There were no water quality complaints in December.

### **2.6 Other Information**

- Distribution chlorine residuals were collected on a weekly basis.
- ESA on-site for electrical inspection
- Automation Now on-site installing VFD's at Normand and Brinkman boosters.

### **3.0 Water Distribution System and Wastewater Collection System**

#### **3.1 Maintenance**

##### **3.1.1. Water Distribution**

- Dug and repaired water service at 609 18<sup>th</sup> Street North.
- Dug and repaired 100mm water main.
- Tapped two new services on Darren Avenue.
- Hydrant maintenance.
- Flushed dead end mains.

##### **3.1.2. Wastewater Collection**

- No digs to report.
- 8 house calls for rodding.
- 4 grinder pump calls.
- Maintenance flushing of sewer mains.
- Sewer lift station maintenance.

##### **3.1.3. Water Thaws:**

	December 2019	December 2020
City	0	0
Private	0	0

#### **3.2 Training**

- Training on new HRISMyWay system.

#### **3.3 Water Quality Complaints**

- No water quality complaints.

#### **3.4 Boil Water Advisory(s) – 2020**

- None.

#### **3.5 Other Information**

- There is no further information to report for the month of December.

### **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 December 15, 2020 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- a. Raw Sewage – Total BOD<sub>5</sub> (biological oxygen demand): 180[mg/L]
- b. Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 7.1 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 90 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 8.33 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on December 1, 8, 15, 21, 29 for E. Coli are:

- a. Geometric Means of the samples in December was 10.20 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 10.20 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 7.1 p.p.m., and final effluent T.S.S. was 8.33 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 Changed oil in both screw pumps in 200 building.
- 4.3.3 Greased and lime away on bank B for the UV disinfection.
- 4.3.4 Replaced control relay in the polymer cabinet in the 700 building.
- 4.3.5 Electrician replaced 12 amp fuse for the HRV in the 100 building.

**4.4 Training**

- HRIS MyWay user training took place.

**4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on December 8, 2020.





## 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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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 <sup>3</sup> /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

## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2019

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>Influent Flow</b>														
Total Influent Flow	m <sup>3</sup> /mon.	163,811	159,863	204,602	318,649	261,392	221,168	272,857	238,683	346,346	492,203	226,130	196,218	3,101,922
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,895	6,062	8,888	14,687	9,974	13,019	13,929	13,457	19,556	29,565	9,109	6,999	151,140
Minimum Daily Influent Flow	m <sup>3</sup> /day	4,870	5,128	5,647	6,572	7,467	6,054	6,301	6,435	8,262	9,205	6,164	5,859	77,964
Average Daily Influent Flow	m <sup>3</sup> /day	5,284	5,709	6,600	10,621	8,432	7,372	8,802	7,699	11,544	15,877	7,537	6,329	101,806
<b>Effluent Flow</b>														
Total Effluent Flow	m <sup>3</sup> /mon.	162,844	152,200	191,435	294,256	236,233	210,140	250,001	222,758	313,079	438,136	205,453	181,013	2,857,548
Average Daily Flow	m <sup>3</sup> /day	5,253	5,436	6,175	9,809	7,620	7,005	8,065	7,185	10,435	14,133	6,848	5,839	93,803
<b>Samples</b>														
Weekly Bacteriological --ALS Labs		5	4	4	5	4	4	5	4	4	5	4	4	52
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	4	5	4	4	5	4	4	5	4	4	52
Geometric Means (Bacti Samples)		10	10	10	10	10	10	15.52	10	22.79	22.21	10	10	
Sludge Hauled to Landfill	m <sup>3</sup> /mon	205.2	228	239.4	273.6	307.8	193.8	319.2	250.8	228	216	262.2	205	2,929
<b>Callouts</b>														
		1	0	1	2	0	6	7	8	9	4	0	21	59