



AGENDA

Regular Meeting of Council of the City of Kenora

Tuesday, July 20, 2021

12:00 p.m.

Virtual Attendance

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. Declaration of Office – New Appointment – City Clerk

3. Blessing and Land Acknowledgment – Councillor Smith

4. 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:

- Council will appoint Graham Chaze to City Council effective July 20, 2021 to fulfill the remaining term of Council
- Amend the 2021 Operating & Capital budgets for the following purposes:
 - \$366,402.24 of which \$358,402.24 is to be funded through the Police Station Replacement Reserve and \$8,000 to be funded from the Community Club Reserve to fund green space and amenity construction to take place at the Central Park Community Club Project
 - \$227,771.00 to be funded through the Investing in Canada Infrastructure Program – Resilience Infrastructure Stream for the purchase and installation of a dehumidifier in the Thistle Arena at the Kenora Recreation Centre
 - \$193,000 to allow for implementation of the 2021 Municipal Accommodation Tax (MAT) Operational Workplan
- Authorize a Certificate of Approval sanctioning and approving the expropriation of lands locally known as “Outen Strip” to enable the unencumbered future transfer of property containing the former Jaffray Melick municipal office.
- Enter into an Option to Purchase Agreement for the sale of a 16.17 acre parcel of vacant land located east of Veterans Drive and south of 14th Street North

5. 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

6. Confirmation of Previous Council Minutes

- Regular Council – June 22, 2021
- Special Council – June 30, 2021

7. Presentations/Deputations

Approximately five (5) minutes per person/group.

8. Additions to Agenda (urgent only)

- Debt Transfer

9. Appointments

- Members will be appointed to the Crime Prevention and Community Well-Being Advisory Committee

10. Reports from Committee of the Whole

9.1 Administration & Finance

- Council Vacancy
- May 2021 Financial Statements
- Fort Frances/International Falls International Bridge

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- No Reports

9.4 Community Services

- Budget Amendment – Central Community Club Construction Project
- Budget Amendment – Recreation Centre Dehumidifier

9.5 Development Services

- Expropriate Land JM Former Municipal Office
- Budget Amendment - Five Year Tourism & Economic Development Strategy
- 1430 River Street License Easement Agreement
- Option to Purchase Agreement – 14th St N Operations Lands

11. Housekeeping Resolutions

- Agreement with Kontzamanis Graumann Smith Macmillan – Consulting Services
- Agreement with Titan Contractors for the Central Park Sewer Water Reconstruction
- Policy Amendment - Council-CAO Covenant Policy #CC-1-1

- Agreement with RC Strategies for a Recreation Master Plan development
- Agreement with Wake Marketing & Design for a destination brand, website & marketing strategy
- Various Committee Minutes
- May 2021 Water & Wastewater Monthly Summary

12. Tenders

- Coney Island Shuttle Service Contract Execution
- Vending Truck Agreement – Kenora Harbourfront

13. By-laws

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

- Confirmatory
- Budget Amendment – Central Community Club Construction Project
- Budget Amendment – Recreation Centre Dehumidifier
- Execute a Certificate of Approval sanctioning and approving the expropriation of the lands
- Budget Amendment - Implementation of the 2021 Municipal Accommodation Tax (MAT) Operational Workplan
- License Agreement with the Government of Ontario to utilize a portion of the lands at 1430 River Street
- Enter into an Option to Purchase Agreement for the sale of a 16.17 acre parcel of vacant land
- Agreement with Kontzamanis Graumann Smith Macmillan
- Agreement with Titan Contractors for the Central Park Sewer Water Reconstruction
- Policy Amendment - Council-CAO Covenant Policy #CC-1-1
- Agreement with RC Strategies for a Recreation Master Plan development
- Agreement with Wake Marketing & Design for a destination brand, website & marketing strategy
- Coney Island Shuttle Service Contract Execution
- Vending Truck Agreement – Kenora Harbourfront
- Alternative voting authorization (June 22, 2021 Approval)

14. Notices of Motion

15. Proclamations

- None

16. Announcements (non-action)

17. 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 (3 matters – CAO & Mayor updates, Governance training)
- ii) Disposition of Land (1 matter-Keewatin property sale)

18. 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**.



July 14, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Charlotte Edie, Director of Finance

Re: Debt Transfer

Recommendation:

That Council hereby directs the Treasurer to work with the TD Bank on a formal proposal to transfer the debt from the Prosperity Trust Fund to the TD Bank; and further

That the proposal be brought back to Council for approval.

Background:

At its June 2021 meeting Council accepted an information report on the options available to the to City with respect to debt financing. An option in the report was to determine whether lower rates could be negotiated at a financial institution.

This option was followed up on and the TD Canada Trust was approached. The TD has been the City's bank for many years. Based on discussions with the TD the interest rates are currently at a low point making it lucrative to transfer the debt from the Prosperity Trust Fund to the TD. This would allow the City to invest the excess funds with the ONE Investment fund. Since the City is a client of the TD there will be no set up fees for the transfer. The TD is currently working on a formal proposal which will be brought forward to Council in August along with further details.

Budget: N/A

Risk Analysis: Low risk of increases in interest rates as rates are locked in.

Communication Plan/Notice By-law Requirements: None.

Strategic Plan or other Guiding Document: Information only.



Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



July 6, 2021

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Agreement for Consulting Services for the Study for Keewatin and Norman Marine Watermain Looping and Redundancy

Background Information:

City administration has accepted a proposal to study, analyse and report on concepts to service the neighbourhoods of Keewatin and Norman with a second marine watermain and associated infrastructure improvements to provide looping and redundancy, and has secured Kontzamanis Graumann Smith Macmillan for these services as per the requirements of the procurement policy. It is now in order for the City to enter into an agreement with Kontzamanis Graumann Smith Macmillan to perform these services.

A copy of the agreement document is available via the Clerk's office.

Resolution for Council:

That Council gives three readings to a bylaw to execute an agreement between the Corporation of the City of Kenora and Kontzamanis Graumann Smith Macmillan for consulting services for the study for Keewatin and Norman marine watermain looping and redundancy.

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



July 8, 2021

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Contract Execution 2021 Central Park Sewer Water Reconstruction

Background Information:

City Council has accepted the single bid from Titan Contractors to perform the 2021 Central Park Sewer and Water Reconstruction works. It is now in order for the City to enter into an agreement with Titan Contractors to perform the works.

A copy of the agreement document is available via the clerk's office.

Resolution for Council:

That further to City Council accepting the bid of Titan Contractors related to the 2021 Central Park Sewer and Water Reconstruction works, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Titan Contractors; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



July 11, 2021

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

Agenda Item Title: Council-CAO Covenant Policy #CC-1-1

Background Information:

With the resignation of Councillor Kirsi Ralko, the Council-CAO Policy #CC-1-1 is required to be updated with the new Councillor signing off along with all existing members of Council.

The policy presented reflects the newly sworn in member of Council along which will be signed by all members of Council and filed.

Resolution for Council:

That Council gives three readings to a bylaw to adopt an amended #CC-1-1 Council CAO Covenant Policy which will form part of the City of Kenora Comprehensive Policy Manual; and further

That bylaw number 162-2020 be hereby repealed.

Budget: N/A

Risk Analysis: there is no risk associated with this report as it is administrative in nature

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document: n/a

Briefing By: Heather Pihulak, Director of Corporate Services

Bylaw Required: Yes

Council-CAO Covenant



Section	Date	By-Law Number	Page	Of
City Council	October 20, <u>2020 July 20, 2021</u>	162-2020	1	5
Subsection	Repeals By-Law Number		Policy Number	
	151-2018 <u>162-2020</u>		CC-1-1	

We, as Members of the City of Kenora Council will:

- ❖ carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- ❖ make decisions which we believe to be in the best interests of the majority of our citizens, while recognizing that the needs and voices of the minority / minorities need to be thought through and reflected on in such decisions
- ❖ review the background information and advice made available to us by the administration prior to rendering a decision
- ❖ seek further input from our CAO when we are unsure of the issues or uncertain as to the preferred course of action
- ❖ refer any complaints, either written or verbal, about the decisions of the Council or the actions of administration, to the CAO for review, comment and follow-up (as appropriate), or where applicable to the applicable Member of the Senior Leadership Team as outlined within Policy CC-2-2 – Council-Staff Protocols
- ❖ refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with the Council or CAO and to respond appropriately
- ❖ seek to participate actively in the decision-making process as it occurs at the Council table; make decisions at the table and not away from the table
- ❖ refrain from any public or private criticism of our administration wherein individual employees are identified
- ❖ act as good stewards of the City and as public servants of our citizens through ethical conduct and adhere to the City Council Code of Ethics Policy
- ❖ provide effective leadership through guiding the corporation of the City through annual or longer term goals and priorities (the Business Plan, Strategic Plan, Official Plan and other significant City policy documents), through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens
- ❖ ensure that we formally evaluate the performance of the CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council's candid assessment
- ❖ adhere to the governance principles as attached to this Council-CAO Covenant.

Council CAO Covenant

Policy Number	Page	Of
CC-1-1	2	5

Signatures:

Mayor Daniel Reynard _____

Councillor Mort Goss _____

Councillor Rory McMillan _____

Councillor Andrew Poirier _____

Councillor ~~Kirsi Ralke~~Graham Chaze

Councillor Sharon Smith _____

Councillor Chris Van Walleghem _____

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	3	5

I, the Chief Administrative Officer Will:

- ❖ conduct myself as your chief policy advisor in an honest and ethical manner
- ❖ ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments
- ❖ provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council
- ❖ guide the actions of the administration so that they are in accordance with the policies and objectives of Council
- ❖ act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council
- ❖ forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured
- ❖ ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your CAO
- ❖ seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises
- ❖ maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of other levels of government
- ❖ admit to any mistakes of substance made by myself or my staff and take corrective action
- ❖ listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis
- ❖ ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points
- ❖ adhere to the governance principles as attached to this Council-CAO Covenant.

Signature:

Kyle Attanasio, CAO

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	4	5

Governance Principles:

- ❖ The will of the majority as it is understood by Council will be reflected in all Council decisions.
- ❖ All Council decision-making save and except that which is protected from public exposure by law shall be conducted openly with the public's right to be present respected.
- ❖ Council members will respect the right of each other to have a difference of opinion on any or all issues and will not attack other Council members for holding and/or voicing a different opinion.
- ❖ Council members will respect the power differential which exists between themselves and their administration and will refrain from public and/or personal criticism; Council will publicly support and respect the role and integrity of its administration.
- ❖ Decisions made by Council at a duly constituted meeting will be deemed to be decisions of Council and will be subject to prompt enforcement by the CAO and / or their staff.
- ❖ Municipal property or information will not be used for personal gain by any member of Council.
- ❖ All advice and information presented to Council by the administration will be treated with respect regardless of whether or not the member agrees with such advice and / or information.
- ❖ Decisions by Council will reflect a thorough decision-making process including staff reports, public board or committee input (if appropriate), public hearings (where required or appropriate) and will be consistent with Council values, mission, goals and objectives.
- ❖ Council will govern the organization through policies, bylaws and resolutions; the administration will manage and administer the decisions of Council and will ensure the effective utilization of the human, fiscal and physical resources.
- ❖ Council will respect the mandate of other area governing or administrative organizations (e.g. Kenora District Services Board, Northwestern Health Unit, etc.) and will seek to work cooperatively with such organizations in the expenditure and use of public resources.

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	5	5

- ❖ Council will seek to ensure that there is an effective monitoring process in place which ensures that its decisions are being implemented effectively and efficiently and in a timely manner.
- ❖ The Mayor, Council and CAO will each adhere to their relevant role statements as approved by Council.

Initials:

Mayor Daniel Reynard _____

Councillor Mort Goss _____

Councillor Andrew Poirier _____

Councillor Sharon Smith _____

Kyle Attanasio, CAO _____

Councillor Rory McMillan _____

Councillor ~~Kirsi Ralke~~ Graham Chaze

Councillor Chris Van Walleghem _____



July 18, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Agreement with RC Strategies for the Development of a Recreation Master Plan

Background Information:

At a Regular Council meeting held April 20, 2021 Council approved a budget amendment in the amount of \$100,000 funded through Contingency Reserves for a Parks and Recreation Master Plan.

Following budget approval, a tender was developed internally which requested proposals to be submitted from firms who were interested in undertaking a Parks and Recreation master planning process for the City. The plan is to provide the municipality with a realistic and achievable plan, including short, medium and long-term priorities with specific objectives to measure outcomes for a ten year period.

Five submissions were received on the deadline of June 10, 2021. An internal selection review committee received the proposals and a review of the firms were conducted. The Evaluation of the submitted proposals will be based on the following:

1. Experience of Consultant in Delivering Similar Projects - 10%
2. Experience and Qualifications of Key Team Members – 10%
3. Quality of Approach and Methodology - 30%
4. Engagement Strategy – 30%
5. Understanding of Objectives – 10%
6. Work plan, Schedule, Cost and Level of Effort – 10%

The City selection committee then selected the top three proponents based on the above evaluation criteria and requested their participation in an interview related to the submitted proposal and project approach. Evaluation of the interview will be based on the following:

1. Demonstrated Understanding of Local Context – 20%
2. Description of Relevant Experience and Previous Project Work – 30%
3. Discussion and Description of Proposed Engagement Strategy – 30%
4. References – 20%

RC Strategies was selected as the successful applicant and the agreement is now ready for execution with this firm in the amount of \$85,609.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and RC Strategies for the provision of the development of a Recreation Master Plan; and further

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



July 18, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Agreement with Wake Marketing & Design for the Development of a Destination Brand, Website and Marketing Strategy

Background Information:

At a Regular Council meeting held April 20, 2021 Council approved a budget amendment in the amount of \$80,000 of which \$48,351.71 is to be funded through brand leadership reserves and \$31,648.29 is to be funded through MAT tax reserves to develop a tourism destination marketing strategy & brand redevelopment.

Following budget approval, a tender was developed internally which requested proposals to be submitted from firms who were interested in undertaking a destination brand, website and marketing strategy planning process for the City. The project will position Kenora as a prominent tourism destination while providing information, data and tools to deliver effective marketing initiatives with measurable outcomes.

Nine submissions were received on the deadline of June 17, 2021. An internal selection review committee received the proposals and a review of the firms were conducted. The Evaluation of the submitted proposals will be based on the following:

1. Experience of Consultant - 30%
2. Samples of Work – 30%
3. Quality of Approach and Methodology - 30%
4. Understanding of Objectives – 10%

The City selection committee then met with the top proponent based on the above evaluation criteria and requested their participation in an interview related to the submitted proposal and project approach. Evaluation of the interview will be based on the following:

1. Demonstrated Understanding of Local Context – 20%
2. Description of Relevant Experience and Previous Project Work – 20%
3. Demonstrated Quantifiable Results of Previous Work – 20%
4. Workplan to Achieve Key Deliverables of the Overall Project – 30%
5. References – 10%

Wake Marketing & Design was selected as the successful applicant and the agreement is now ready for execution with this firm in the amount of \$75,000.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Wake Marketing & Design for the provision of the development of a tourism destination marketing strategy & brand redevelopment; and further

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

Budget: Council approved an \$80,000 budget amendment for this project. The selected firm tender submission is \$75,000 which is under budget.

Risk Analysis: There is a low risk associated with this report. The tourism destination marketing strategy & brand redevelopment is a budgeted plan approved by Council and the applications have been comprehensively reviewed. The selection process was thorough and there is a great deal of confidence in the firm selected to complete this project and provide the City with a strong Plan to move forward with in the future.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document:

1-10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours

1-12 The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination

2-9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life

Briefing By: Heather Pihulak, Director of Corporate Services
Josh Nelson, Tourism & Recreation Manager

Bylaw Required: Yes

July 2, 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:

- May 27, 2021 – The Muse
- September 23, 2020, October 28, 2020, November 25, 2020, January 27, 2021, March 17, 2021, April 28, 2021, May 26, 2021, June 23, 2021 – Kenora Public Library

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

- April 27, 2021 – Kenora Police Services Board
- May 28, 2021 – Northwestern Health Unit; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



July 2, 2021

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

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

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 May.

Resolution for Council:

That Council of the City of Kenora hereby accepts the May 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:

Resolution required. Stace Gander, Mike Emms, 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:

Stace Gander, Acting Director of Engineering & Infrastructure Services

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

May 2021

Prepared by: Mike Emms, Water and Wastewater Manager
Mike Derouard, Water and Wastewater Supervisor
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 May 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:

- May 3
- May 10
- May 17
- May 25
- May 31

All samples tested were within the allowable parameters.

2.3 Maintenance

- Adjusted close limit on #4 air scour valve.
- Replaced online fluoride analyzer.
- Cleaned out check valve on high lift sump pump.
- Greased fluoride feeder.
- Replaced suction isolation valve on west backwash pump.
- Replaced suction isolation valve on east backwash pump.

2.4 Training

- No training took place in May.

2.5 Water Quality Complaints

- No water quality complaints in the month of May.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Superchlorination and bacteriological tests were conducted for downtown construction projects.
- Bacteriological samples were taken for seasonal summer service lines.
- A site visit took place with contractors bidding on the generator replacement.
- Follow up on NDMA adverse is ongoing. Resampling that had taken place previously showed a discrepancy between the two accredited labs used by the City. In conjunction with our MECP inspector, WTP staff took further samples to compare results from our accredited lab with results from the MECP's Laboratory Services Branch. Samples sent to the accredited lab by WTP staff returned with a result below the reportable limit. Currently awaiting results from the MECP to confirm whether or not there is a discrepancy between the lab used by the City and the MECP lab.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug service box on Sixth Street South.
- Dug service box on Wharf Street.
- Dug three (3) service boxes on Fourth Street North.
- Dug service leak on Norman Drive.
- Fixed various leaks on Coney Island.
- Five (5) turn offs for repairs.
- Ten (10) water turn on for the season.
- Turned on summer service lines.
- Norman Beach
- Portage Bay
- Beatty Park
- Keewatin summer service
- Coney Island
- Mikado summer service
- Valve turning for down town project

3.1.2. Wastewater Collection

- No sewer digs to report.
- Nine (9) house calls for sewer rodding.
- Three (3) grinder pump calls.
- Maintenance flushing of sewer mains.

- Sewer lift station maintenance.

3.1.3. Water Thaws:

	May 2020	May 2021
City	0	0
Private	0	0

3.2 Training

- No training took place in May.

3.3 Water Quality Complaints

- No water complaints to report.

3.4 Boil Water Advisory(s) – 2021

In response to our new Watermain 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.

- Two (2) boil water advisories for seasonal water service.

3.5 Other Information

- There was no other information to report in May.

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 May 18, 2021 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- Raw Sewage – Total BOD₅ (biological oxygen demand): 145[mg/L]
- Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 6.7 [mg/L] – limit is 25 [mg/L].
- Raw Sewage – Total Suspended Solids: 158 [mg/L].
- Final Treated Effluent – Total Suspended Solids: 7.7 [mg/L] – limit is 25 [mg/L].

- 4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on May 4, 12, 18, 25 for E. Coli are:
- a. Geometric Means of the samples in May was 10.0 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 10.00 organisms/100 mL, which is within the COA's limit of 200 organisms/100 mL. Plant final effluent CBOD was 6.7 p.p.m., and final effluent T.S.S. was 7.7 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 Cleaned both truck storage units for the digester on the aeration tank.
- 4.3.3 Unplugged air diffuser in the North truck storage unit.
- 4.3.4 Greased barscreen, grit removal and organic return in the 100 building.
- 4.3.5 Cleaned sediment pond behind the 100 building.
- 4.3.6 Cleaned both scum pits for both clarifiers.
- 4.3.7 Installed a radio link modem for the internet in the office.

4.4 Training

- No training took place in the month of May

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on May 19, 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: 64.0
 - Maintenance and repairs.
 - ESA deficiencies rectified.

5.2 Wastewater Treatment Plant

- Total hours: 5.0
 - Flow Meter repairs.
 - Plant electrical maintenance/repairs.

5.3 Booster/Water Dispenser Stations/Waterworks

- Total hours: 9.0
 - Turned off water service heat trace for the summer. Tested resistance of equipment. Repairs and maintenance as required.
 - Maintenance and repairs on Water Dispensing Units at Evergreen and Rabbit Lake.
 - ESA deficiencies rectified.

5.4 Operations Building

- Total hours: 7.0
 - Electrical maintenance and repairs.
 - ESA deficiencies rectified.

5.5 Facilities

- Total hours: 20.0
 - Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centers and libraries.
 - City Hall lunchroom ventilation installed. Replaced fixtures in basement storage rooms as needed.
 - ESA deficiencies rectified.

5.6 Parks and Cemetery

- Total hours: 77.0
 - Dog Park underground service feed cable trench. Meter base installation/termination. Electrical panel installation/termination. Pole and LED streetlight installation/termination. Pulled permits with ESA. Filled pertinent paperwork with Synergy North.
 - ESA deficiencies rectified.

5.7 Traffic Signals and Streetlights

- Total hours: 42.0
 - Replaced and repaired receptacle poles along Main Street South and Second Street South.
 - Capital project support for Fifth Street South and Highway 17 East.

- Capital project support for Second Street South and Highway 17 East.
- Electrical maintenance and repairs.

5.8 Locates

- Total hours: 55.0
 - Located and marked City underground electrical infrastructure.

5.9 Grinder Pumps

- Total hours: 6.0
 - 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 "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