

## **AGENDA**

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

**Tuesday, June 22, 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. Blessing and Land Acknowledgment – Councillor McMillan**

**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:

N/A

**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 – May 18, 2021

**6. Presentations/Deputations**

Approximately five (5) minutes per person/group.

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

**8. Appointments**

- A member will be appointed to the Pinecrest Board of Management

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

### **9.1 Administration & Finance**

- Q1 Investments
- April 2021 Financial Statements
- Municipal Asset Manager Position
- Rotary Peace Park Tax Receipts
- 2021 Insurance Renewal
- Civil Marriage Ceremony Contracts
- 2022 Municipal Elections Voting Method

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

- CEMC Appointment

### **9.3 Operations & Infrastructure**

- No Reports

### **9.4 Community Services**

- No Reports

### **9.5 Development Services**

- Planning Advisory Committee Terms of Reference
- D14-21-04 613 Ottawa Street Zoning Bylaw Amendment
- D14-21-05 321 First Avenue South Zoning Bylaw Amendment
- D14-21-03 Lakeside Crescent Zoning Bylaw Amendment (amended recommendation)

## **10. Housekeeping Resolutions**

- Amending Agreement for Labour Adjustment Advisory Program
- Tender Acceptance for Water Treatment Plant Generator Replacement
- Agreement with Lake of the Woods Electric – Water Treatment Plant Generator
- Tender Acceptance for Valley Dr Lift Station Upgrades
- Agreement with M Builds (NWO) Ltd for Valley Lift Station Upgrades
- Parking Lot Bylaw Amendment – rates & overnight parking
- RFQ Coney Island Shuttle Service
- Tourism Economic Development and Recovery Fund – Agreement
- Accessible Parking Stall Relocation Park Street
- CUPE Local 191 Collective Agreement Ratification
- IBEW (Water Plant) Local 559 Agreement Ratification
- Various Committee Minutes
- Water & Wastewater Systems Monthly Summary – April 2021

## **11. Tenders**

- None (from Committee of the Whole)

## 12. By-laws

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

- Confirmatory
- Civil Marriage Ceremony Contracts
- CEMC Appointment
- Planning Advisory Committee Terms of Reference
- D14-21-04 613 Ottawa Street Zoning Bylaw Amendment
- D14-21-05 321 First Avenue South Zoning Bylaw Amendment
- D14-21-03 96 Lakeside Crescent Zoning Bylaw Amendment
- Amending Agreement for Labour Adjustment Advisory Program
- Agreement with Lake of the Woods Electric – Water Treatment Plant Generator
- Agreement with M Builds (NWO) Ltd for Valley Lift Station Upgrades
- Parking Lot Bylaw Amendment – rates & overnight parking
- Tourism Economic Development and Recovery Fund – Agreement
- Accessible Parking Stall Relocation Park Street
- CUPE Local 191 Collective Agreement Ratification
- IBEW (Water Plant) Local 559 Agreement Ratification

## 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 (3 matters–CAO, Mayor & Development Services updates, Official Plan Process Update)
- ii) Disposition of Land (1 matter-Central Park, Kenora Airport)

## 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**.



June 18<sup>th</sup>, 2021

**City Council  
Committee Report**

**To: Kyle Attanasio, CAO**

**Fr: Kevan Sumner, City Planner**

**Re: Revised Planning Recommendation for Zoning By-law  
Amendment D14-21-03 – Wiebe**

**Recommendation:**

That Application for Zoning By-law Amendment, File No. D14-21-03, to change the zoning of the subject property from "R2" Residential – Second Density Zone to "R3" Residential – Third Density Zone; to remove the "HL" Hazard Land Zone, and to allow the development of a four (4) unit apartment dwelling with a lot frontage of 22.8 m should be approved and subject to with the following conditions:

- a) That the minimum lot frontage be amended to 22.8m for an apartment dwelling;
- b) That the number of dwelling units permitted on the site be limited to a maximum of four (4);
- c) That a registered easement be provided to the satisfaction of Synergy North Canada,
- d) That a legal survey be provided to the satisfaction Synergy North Canada, at the cost of the applicant,
- e) That the "HL" Hazard Land zone be reduced to correspond with that portion of the lot which is located below the elevation of 325m CGVD28.

**Background:**

At the June 8<sup>th</sup> public meeting regarding the application for zoning by-law amendment application D14-21-03, the agent for the applicant submitted additional information on the development in an attempt to address concerns raised by neighbourhood residents. This new information did not change the application, but offered a compromise solution that, if Council so chooses, could be reflected in a Council decision that imposes site-specific limitations on future redevelopment on the property.

I voiced my verbal support for the updated recommendation, verbal support resulted in understandable confusion, as it differed from the recommendation as included in the original report submitted the prior week and dated May 31, 2021. I therefore offer the recommendation above as my preferred recommendation, to replace the one in that report.

This updated recommendation reflects the change in the type of dwelling being proposed from a stacked dwelling to an apartment dwelling. The only significant difference between the two types of dwellings is that an apartment dwelling has a common entrance and the dwelling units are served by a common corridor, whereas in a stacked dwelling, each dwelling unit has an independent entrance.

## **Original Planning Recommendation**

As the Planner for the City of Kenora, it is my professional planning opinion, that the Application for Zoning By-law Amendment, File No. D14-21-03, to change the zoning of the subject property from "R2" Residential – Second Density Zone to "R3" Residential – Third Density Zone; to remove the "HL" Hazard Land Zone, and to allow the development of a stacked dwelling with a lot frontage of 3.8m/unit should be approved, in lieu of public comments that may yet to be received, with the following amendment and conditions:

- a) That the minimum lot frontage be amended to 5.7m/unit;
- b) That a registered easement be provided to the satisfaction of Synergy North Canada,
- c) That a legal survey be provided to the satisfaction Synergy North Canada, at the cost of the applicant,
- d) That the "HL" Hazard Land zone be reduced to correspond with that portion of the lot which is located below the elevation of 325m CGVD28.

**Budget:** No impact.

**Communication Plan:** The decision of Council will be communicated to the agents, property owners, and interested members of the public as prescribed in the *Planning Act*.

**Risk Analysis:** Strong opposition was heard from neighbouring residents, regarding both the original and amended proposals from the property owner for the future redevelopment of the property.

**Strategic Plan or Other Guiding Document:** City of Kenora Official Plan.



May 31, 2021

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

**Agenda Item Title:** Adjustment Advisory Program - Amendment

### **Background Information:**

The City of Kenora was contacted to participate in a joint planning initiative for the Kenora Forest Products displaced workers as a result of the closure of the mill in late 2019. In partnership with the Ministry of Labour, Training and Skills Development and the Unifor Union for the workers, a committee structure was established along with staffing levels, physical office space and strategies to assist the affected workers.

The Adjustment Advisory Program is delivered by the Ministry of Labour, Training and Skills Development and provides adjustment process support for workers and community partners affected by economic and labour market change. Through this program, a Labour Adjustment Committee is established alongside an Action Centre that is intended to operate for a period of a maximum of 52 weeks in duration.

This project will provide activities and services to workers impacted by the Kenora Forest Products layoffs utilizing a holistic approach to service delivery and a peer support model. The Action Centre will have two full time staff, who will report to a joint board that administers program objectives. The City will have a representative on that board as a partner in the project, but the Action Centre employees are employees of that board.

The City of Kenora had previously entered into an agreement with the Ministry of Labour, Training and Skills Development for the delivery of this program for the period of June 1, 2020 – May 30, 2021 in the amount of \$330,280. Recently, the Labour Adjustment Committee requested an amendment to the program end date to allow for services to continue to be delivered to August 31, 2021.

An agreement was reached between the Corporation of the City of Kenora and her Majesty the Queen in the right of Ontario as represented by the Minister of Labour, Training and Skills Development for the continued delivery of the Adjustment Advisory Program – Labour Adjustment Committee to August 31, 2021. The agreement is now ready for execution by bylaw.

### **Resolution for Council:**

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and her Majesty the Queen in the right of Ontario as represented by the Minister of Labour, Training and Skills Development for the continued delivery of the Adjustment Advisory Program – Labour Adjustment Committee; and further

That the Mayor be authorized to execute this agreement.

**Budget:** Total budget is \$330,280 which is 100 percent funded by the Ministry of Labour, Training and Skills Development. The City of Kenora has provided in-kind services through the Finance department to process payroll and payables as well as furniture and/or

equipment that would be returned at the end of the extended period. There is no additional funding attached to this amendment.

**Risk Analysis:** There is low financial risk in executing this agreement as it will allow the program to continue.

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

**Strategic Plan or Other Guiding Document:**

3-12 The City will recognize the importance of leveraging partnerships and work together with our Community and Strategic Partners as appropriate to implement the various strategies as developed by those organizations for the improvement of the City and our Community.

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

**Bylaw Required:** Yes



June 15, 2021

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Tender Acceptance for the Water Treatment Plant Generator Replacement

**Background Information:**

The City's Consultants for this project, LBE Group Inc., issued a tender for the City of Kenora Water Treatment Plant Generator Replacement. The tender closed on June 10, 2021, and two (2) bids were received.

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

Bidder	Bid
Lake of the Woods Electric (Kenora) Ltd.	\$753,478.00
Marrbeck Construction Ltd.	\$851,430.14

**Budget:** The bid for the project was \$753,478 plus HST. The approved capital budget amount for the project is \$975,000. It is now necessary for the City to enter into an agreement with Lake of the Woods Electric Ltd. to perform the works.

**Resolution for Council:**

That the tender submitted by Lake of the Woods Electric Ltd, in the amount \$753,478.00 (plus HST) for the Water Treatment Plant Generator Replacement be hereby accepted.

**Risk Analysis:**

As per the requirements of the ERM policy, there would be a moderate operational risk if the repairs were not completed.

**Communication Plan/Notice By-law Requirements:** Resolution required. Distribution: S. Gander, M. Emms

**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.

**Briefing By:** Stace Gander, Acting Operations and Infrastructure Manager  
Mike Emms, Water and Wastewater Division Manager

**Bylaw Required:** No



June 15, 2021

## Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

**Agenda Item Title:** Contract Execution with Lake of the Woods Electric Ltd.

**Background Information:**

City Council has accepted the low bid from Lake of the Woods Electric Ltd. to perform the City of Kenora Water Treatment Plant generator replacement work. The bid for the project was \$753,478 plus HST. The approved capital budget amount for the project is \$975,000. It is now necessary for the City to enter into an agreement with Lake of the Woods Electric Ltd. 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 Lake of the Woods Electric Ltd. related to the City of Kenora Water Treatment Plant generator replacement, authorization is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Lake of the Woods Electric Ltd.; and further

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

**Briefing By:** Stace Gander, Acting Director of Engineering & Infrastructure

**Bylaw Required:** Yes



June 15, 2021

## **Housekeeping Council Briefing**

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

**Agenda Item Title:** Valley Lift Station Upgrades Tender Acceptance

**Recommendation:**

That the tender submitted by M Builds (NWO), in the amount \$454,800.00 (plus HST) for the Valley Lift Station upgrades be hereby accepted.

**Background:**

The Valley Lift station was set for rebuilding in the 2022 capital budget however it was determined to be at high risk of a complete failure. In response, staff reallocated funds allocated towards the North Hamilton station to the Valley Lift station.

The City's Consultants for this project, LBE Group Inc., issued a tender for the City of Kenora Water Treatment Plant Generator Replacement. The tender closed on June 10, 2021, and one (1) bid was received.

**Budget:** The approved capital budget amount for the project is \$300,000. Cost overruns for this project will be funded through underspend on the Water Treatment Plant generator project (\$81,588) and underspend on the Waste Water Treatment Plan grid removal project (\$147,450). As a result, there is no pressure on the 2021 capital plan.

**Risk Analysis:**

As per the requirements of the ERM policy, there would be a moderate operational risk if the repairs were not completed.

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

**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.

**Briefing By:** Stace Gander, Acting Engineering and Infrastructure Manager  
Mike Emms, Water and Wastewater Division Manager

**Bylaw Required:** No



June 15, 2021

## Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

**Agenda Item Title:** Contract Execution for the Valley Lift Station Upgrades

### **Background Information:**

City Council has accepted the low bid from M Builds (NWO) Limited to perform the Valley Lift Station upgrades. The Valley Lift station was set for rebuilding in the 2022 capital budget however it was determined to be at high risk of a complete failure. In response, staff reallocated funds allocated towards the North Hamilton station to the Valley Lift station. The bid for the project was \$454,800 plus HST. The approved capital budget amount for the project is \$300,000. Cost overruns for this project will be funded through underspend on the Water Treatment Plant generator project (\$81,588) and underspend on the Waste Water Treatment Plan grid removal project (\$147,450). As a result, there is no financial pressure to the 2021 capital plan for this work.

It is necessary for the City to enter into an agreement with M Builds (NWO) Limited 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 M Builds (NWO) Limited related to the Valley Lift Station upgrades, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and M Builds (NWO) Limited; and further

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

**Briefing By:** Stace Gander, Acting Operations and Infrastructure Director

**Bylaw Required:** Yes



June 16<sup>th</sup>, 2021

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

### **Agenda Item Title:**

Amendment to Parking Lots By-Law – Anicinabe Park, Keewatin Memorial Arena and Kenora Recreation Centre

### **Background Information:**

In May Council approved amendments to the Parking Lots by-law to include a daily parking fee at the Anicinabe boat launch and Keewatin Arena and further adjusted overnight fees minimally to create a flat rate for the newly installed parking machines.

Currently in the by-law the daily parking rates include applicable taxes and overnight parking rates are plus applicable taxes. The intent of this report is to unify the language throughout the by-law and further add a maximum four (4) nights per visit clause to Lot "C" Keewatin Arena to ensure parking is available user groups using the arena and not taken up with long term parking.

Changes to the By-Law:

Daily Parking – Change \$5.00 per day to \$4.43 plus applicable taxes per day (Lot A, C & K)

Lot "C" Keewatin Arena – add Maximum four (4) nights per visit

### **Resolution for Council:**

That Council hereby approves an amendment to Schedule "A" to By-Law No. 082-2018 Regulate Parking Lots and Structures to amend "Lot A", "Lot C" and "Lot K" to reflect parking lot daily parking rate fees and lot "C" Keewatin Arena parking lot; and further

That Council gives three readings to a by-law to amend By-Law Number 082-2018 for this purpose.

**Budget:** There is no impact to the budget

**Risk Analysis:** There is no risk associated with this amendment.

**Communication Plan/Notice By-law Requirements:** By-Law No. 082-2018 amendment

### **Strategic Plan or Other Guiding Document:**

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

**Briefing By:** Stace Gander, Manager of Community Services

**Bylaw Required:** Yes



Fees:  
Daily: \$4.43 plus applicable taxes per day

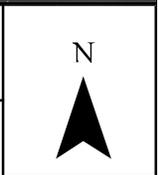
Special Regulation:  
Vehicles in excess of 6.7 metres are permitted  
No overnight parking permitted between 10:30 p.m.  
and 6:00 a.m.  
No refunds for unused parking



Location:  
**Anicinabe Park Boat  
Launch Parking Lot**

By-Law #: **82-2018**  
**(As amended by 81-2021)**

Lot: **A**



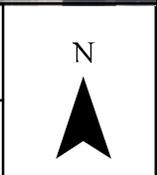
**Fees:**  
 Front Lot #1: See Below  
 Back Lot #2: See Below  
 November 1st to April 30th: Nil  
 May 1st to October 31st:  
 Daily:  
 2 hours and less: Free  
 Over 2 hours: \$4.43 plus applicable taxes per day  
 Overnight: \$7.08 plus applicable taxes

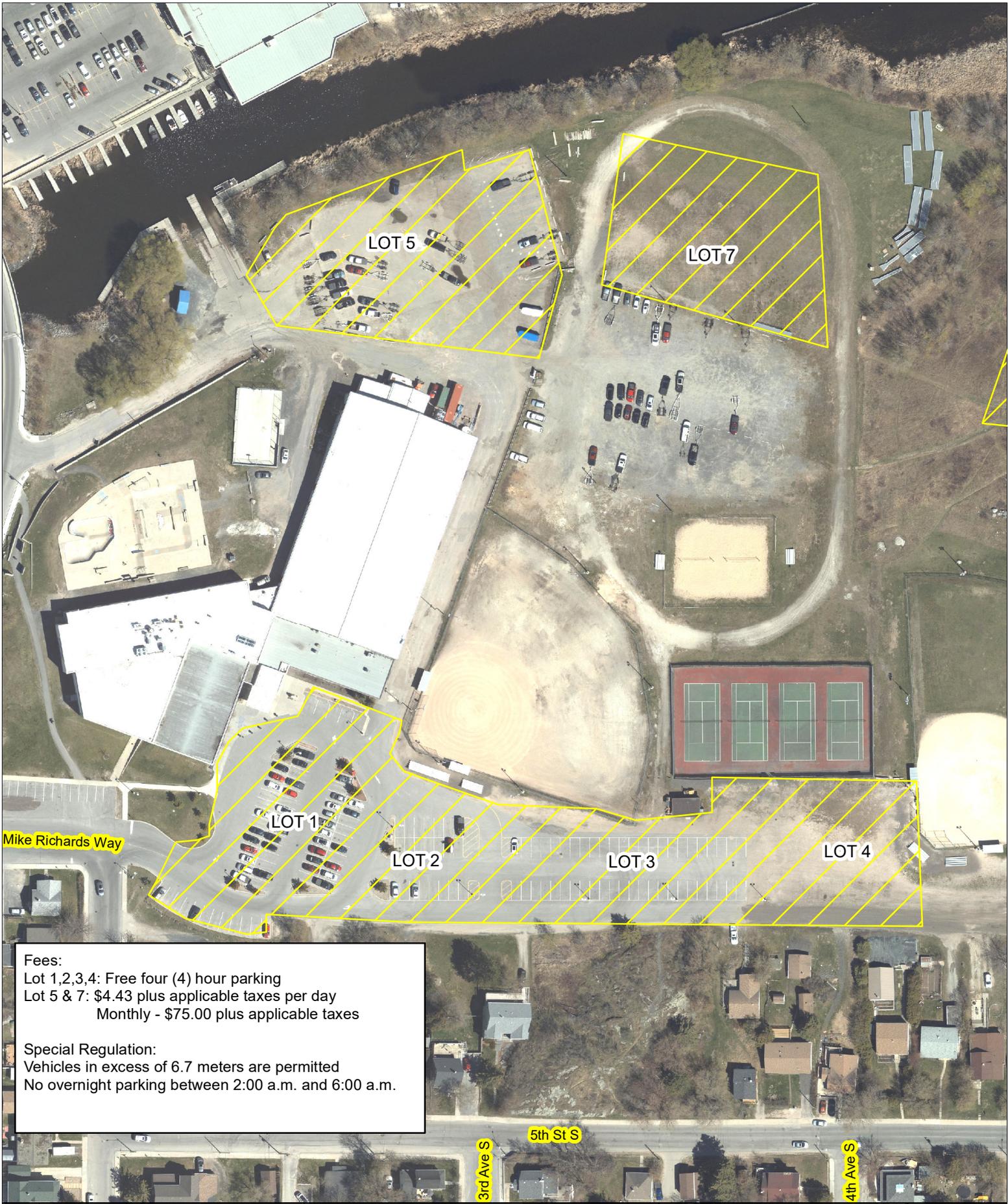
**Special Regulation:**  
 Maximum four (4) nights per visit  
 Vehicles in excess of 6.7 metres are permitted  
 No refunds for unused parking



Location: **Front Street - Keewatin  
Arena Parking Lot**

By-Law #: **82-2018  
(As amended by 81-2021)**  
 Lot: **C**





**Fees:**  
 Lot 1,2,3,4: Free four (4) hour parking  
 Lot 5 & 7: \$4.43 plus applicable taxes per day  
 Monthly - \$75.00 plus applicable taxes

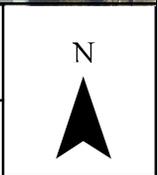
**Special Regulation:**  
 Vehicles in excess of 6.7 meters are permitted  
 No overnight parking between 2:00 a.m. and 6:00 a.m.



**Location:**  
 Kenora Recreation Centre  
 Front & Rear Parking Lot - Boat Launch

**By-Law #:** 82-2018  
 (As amended by 81-2021)

**Lot:** K





June 17<sup>th</sup>, 2021

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

### **Agenda Item Title:**

Request for Quotation – Coney Island Shuttle Service

### **Background Information:**

The Tourism & Economic Development Strategy is in the final stages and the final draft is scheduled to be presented to Council on June 30<sup>th</sup> at a special meeting.

As part of that presentation there will be the anticipated 2021 Municipal Accommodation Tax projects which includes a Coney Island Shuttle program.

To avoid a delayed start date of the potential shuttle administration would like to put out a request for quote so the City is in a position to enter into an agreement at the earliest approval.

### **Resolution for Council:**

That Council hereby directs administration to undertake a request for quotation process for the operation of a Coney Island Shuttle service; and further

That a budget amendment request be brought before Council at the July Council meeting for this purpose.

**Budget:** A budget amendment request for \$30,000 through the Municipal Accommodation Tax will be put forward at the June 30<sup>th</sup> special meeting

**Risk Analysis:** The start date of the potential shuttle could be delayed if administration can't proceed with a request for quote

**Communication Plan/Notice By-law Requirements:** No By-Law required

### **Strategic Plan or Other Guiding Document:**

1-9 The City will promote Kenora as a 365-day lifestyle destination.

**Briefing By:** Stace Gander, Director of Community Services  
Josh Nelson, Tourism & Recreation Manager

**Bylaw Required:** No



May 31, 2021

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

**Agenda Item Title:** Tourism Economic Development and Recovery Fund – Agreement

**Background Information:**

Council approved an application to the TEDRF at its September 15, 2020 meeting to support implementation of the Harbourfront Business Development Plan. The TEDRF program aims to support projects that will increase tourism visitation and visitor spending in Ontario and matches funding to a maximum of 50 percent of total cash expenses.

An agreement was reached between the Corporation of the City of Kenora and her Majesty the Queen in right of Ontario as represented by the Minister of Heritage, Sport, Tourism and Culture Industries for the delivery of detailed design work for the Harbourfront Business Development Plan in the amount of \$20,000. The agreement is now ready for execution by bylaw.

**Resolution for Council:**

That three readings be given to a by-law to execute an agreement between the Corporation of the City of Kenora and her Majesty the Queen in right of Ontario as represented by the Minister of Heritage, Sport, Tourism and Culture Industries for the delivery of detailed design work for the Harbourfront Business Development Plan in the amount of \$20,000; and further

That the Clerk be authorized to execute this agreement.

**Budget:** Total estimated project costs are \$975,000. This project was approved through the five year capital budget process. At its June 5, 2020 meeting, the Lake of the Woods Development Commission Board of Directors approved a \$50,000 partner contribution to this project to be funded through Municipal Accommodation Tax revenues. Council had previously approved applications to NOHFC and FedNor in the amounts of \$325,000 each. Support through TEDRF will reduce the City of Kenora contribution from \$275,000 to \$255,000. The City did not receive the full amount that was requested of the TEDRF. Project assistance through senior levels of government is estimated at 68.72 percent of total cost.

**Risk Analysis:** There is low risk to executing this agreement as the TEDRF will reduce the City of Kenora contribution to the initiative.

**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.

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

**Bylaw Required:** Yes

June 8, 2021

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

**Agenda Item Title:** Traffic Amendment to Parking – Accessible Parking Relocation – Park Street

**Background Information:**

The Lake of the Woods Brewery is planning to apply for a temporary patio license for the south side of their building while work is completed on their permanent patio on the south west corner of their building. This requires the relocation of one accessible parking space on Park Street earlier than anticipated.

It is recommended that Schedule “K” Accessible Parking on Municipal Streets Regulation By-law Number 180-2015, be amended as follows:

**Schedule “K” Accessible Parking on Municipal Streets**

**Remove:**

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 3</u>
<b>STREET</b>	<b>LOCATION</b>	<b>SIDE</b>	<b>TYPE OF PARKING</b>	<b># SPACES</b>
Park Street	From 10.3 metres north of Second Street South, north for 2.7 metres	West	45° Angle	1

**Schedule “K” Accessible Parking on Municipal Streets**

**Add:**

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 3</u>
<b>STREET</b>	<b>LOCATION</b>	<b>SIDE</b>	<b>TYPE OF PARKING</b>	<b># SPACES</b>
Park Street	From 31.5 metres north of Second Street South, north for 3.8 metres	West	45° Angle	1

**Resolution for Council:**

That Council authorizes amendments to the Traffic Regulation By-law Number 180-2015 Schedule “K” – Accessible Parking on Municipal Streets,

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

**Budget:** N/A

**Risk Analysis:** There is a moderate to minor operational risk involved with not pursuing the recommendation to implement these amendments.

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

Resolution and By-law required. K. Sumner, S. Gander, R. Wilcott, T. Garbachewski, H. Lajeunesse, O.P.P

**Strategic Plan or other Guiding Document:**

Goal #2: Strengthen Our Foundations

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

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**Briefing By:** Stace Gander, Acting Engineering & Infrastructure Director

**Bylaw Required:** Yes



Relocation of Accessible Parking Space (Schedule K)  
From 31.5 metres north of Second Street South,  
North for 3.8 metres

Existing Accessible Parking Space

31.5 m

3.8 m

Park St

2nd St S

 Schedule K - Accessible Parking on Streets



June 2, 2021

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

### **Agenda Item Title:**

Collective Agreement between the Corporation of the City of Kenora and Canadian Union of Public Employees (CUPE) Local 191

### **Background Information:**

An agreement was reached between the Corporation of the City of Kenora and CUPE LOCAL 191 for the term of four (4) years, January 1, 2020 – December 31, 2023. The agreement is now ready for execution by bylaw.

Approved amendments in the Memorandum of Agreement were made to the Collective Agreement, subsequently a new Collective Agreement was prepared and approved by the parties.

### **Resolution for Council:**

That Council hereby approve the Collective Agreement between the Corporation of the City of Kenora and the Canadian Union of Public Employees (CUPE) Local 191; and further

That three readings be given to a bylaw to execute the Collective Agreement.

**Budget:** Amendment has been made to the 2020 operating budget to fund the incremental costs for 2020 and 2021. The 2022 budget will reflect the approved increases for those years.

**Risk Analysis:** All risks associated with the expiry of the 2016 – 2019 Collective Agreement between the two parties, have now been mitigated.

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

Circulation of the new Collective Agreement to CUPE and all City Managers and Supervisors along with appropriate review and training in its administration will be provided.

### **Strategic Plan or Other Guiding Document:**

Core value of Fiscal Responsibility  
Focus on our People

**Briefing By:** Roberta Marsh, Manager of Human Resources

**Bylaw Required:** Yes



May 3, 2021

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

### **Agenda Item Title:**

Collective Agreement between the Corporation of the City of Kenora and the International Brotherhood of Electrical Workers (Water Plant) Local 559

### **Background Information:**

An agreement was reached between the Corporation of the City of Kenora and International Brotherhood of Electrical Workers (Water Plant) IBEW LOCAL 559 for the term of five (5) years, January 1, 2020 – December 31, 2024. The agreement is now ready for execution by bylaw.

Approved amendments in the Memorandum of Agreement were made to the Collective Agreement, subsequently a new Collective Agreement was prepared and approved by the parties.

### **Resolution for Council:**

That Council of the City of Kenora hereby approves the Collective Agreement between the Corporation of the City of Kenora and the International Brotherhood of Electrical Workers (IBEW) 559; and further

That three readings be given to a bylaw to execute the Collective Agreement.

**Budget:** Amendment has been made to the 2020 Water & Sewer operating budget from the City's Water & Sewer Reserve to fund the incremental costs for 2020 and 2021. The 2022 budget will reflect the approved increases for those years.

**Risk Analysis:** All risks associated with the expiry of the 2016 – 2019 Collective Agreement between the two parties, have now been mitigated.

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

Circulation of the new Collective Agreement to IBEW, Manager of Operations & Infrastructure and Water & Wastewater Division Lead.

### **Strategic Plan or Other Guiding Document:**

Core value of Fiscal Responsibility  
Focus on our People

**Briefing By:** Roberta Marsh, Manager of Human Resources

**Bylaw Required:** Yes

June 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:

- April 22, 2021 – The Muse

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

- March 26, 2021 – Northwestern Health Unit; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No



June 1, 2021

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

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

**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 April.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the April 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.

**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

April 2021

Prepared by: Mike Emms, Water and Wastewater Manager  
Mike Derouard, Water and 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 April 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:

- April 6
- April 12
- April 19
- April 26

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Cleaned and lubricated clarifier vacuum breakers.
- Replaced membrane cap and electrolyte in total chlorine analyzer.
- Repaired mixing valve in chemical feed room.
- Replaced leaking airline in extractor cabinet.
- Rebuilt Singer solenoid valve on water fill system at Brinkman Booster.
- Repaired intake screens in lowlift.

### **2.4 Training**

- No training took place in April.

### **2.5 Water Quality Complaints**

- There were no water quality complaints in April.

## 2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Superchlorination and bacteriological tests were conducted for downtown construction projects.
- Quarterly samples were collected as required by O.Reg.170/03.
- A sample was collected for NDMA as required by new Municipal Drinking Water License. The first sample came back adverse, so resamples were sent to two different labs for accuracy. Results from second lab indicated a level below the reportable limit, and results from original lab are still pending at this time. Follow-up with MECP and NWHU is ongoing.

## 3.0 Water Distribution System and Wastewater Collection System

### 3.1 Maintenance

#### 3.1.1. Water Distribution

- Dug main valve on Second Street South at Eighth Avenue South.
- Dug thaw cable on Bay Street.
- Three (3) water turn offs for repairs.
- Two (2) water turn on for season.
- Valve turning for downtown project.
- Turned on summer service lines.

#### 3.1.2. Wastewater Collection

- Dug sewer service on Mellick Avenue.
- Dug sewer service on Pinewood Drive.
- Dug sewer service on universal drive.
- Ten (10) house calls for sewer rodding.
- Seven (7) grinder pump calls.
- Maintenance flushing of sewer mains.
- Sewer lift station maintenance.

#### 3.1.3. Water Thaws:

	April 2020	April 2021
City	0	0
Private	0	0

### 3.2 Training

- No training took place in April.

### 3.3 Water Quality Complaints

- No water complaints to report.

### 3.4 Boil Water Advisory(s) – 2021

- There were two (2) precautionary boil water advisories in April.

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.

### 3.5 Other Information

- There was no other information to report in April.

## 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 April 20, 2021 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): 117[mg/L]
- b. Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 7.4 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 141 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 8.8 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on April 6, 13, 20, 27 for E. Coli are:

- a. Geometric Means of the samples in April 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 7.4 p.p.m., and final effluent T.S.S. was 8.8 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 Replaced air filters on both air compressors in the 700 building.
- 4.3.3 Cleaned weirs and troughs in both clarifiers.
- 4.3.4 Greased the upper bearing on the south screw pump.
- 4.3.5 Cummins completed semi-annual planned maintenance test on both generators.
- 4.3.6 Unplugged the lobe pump for the dewatering press in the 400 building
- 4.3.7 Repaired air line for the north dewatering press in the 700 building.

#### **4.4 Training**

- No training took place in the month of April

#### **4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on April 12, 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: 61.0
  - Maintenance and repairs.
  - ESA deficiencies rectified.

#### **5.2 Waste Transfer Station**

- Total hours: 2.0

- ESA deficiencies rectified.

### **5.3 Wastewater Treatment Plant**

- Total hours: 7.5
  - Blower control repairs.
  - Plant electrical maintenance/repairs.

### **5.4 Equipment Repairs**

- Total hours: 11.0
  - Water meter reader repairs.
  - Rigid inspection camera reel repairs.

### **5.5 Booster/Water Dispenser Stations**

- Total hours: 10.0
  - Maintenance and repairs on Evergreen and Rabbit Lake water dispensing units.
  - ESA deficiencies rectified.

### **5.6 Operations Building**

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

### **5.7 Facilities**

- Total hours: 67.5
  - Electrical maintenance at City Hall, Kenora Recreation Centre, Keewatin Recreation Centre, Libraries.
  - ESA Deficiencies rectified.

### **5.8 Parks/Cemeteries**

- Total hours: 26.0
  - Underground electrical conduit installed at new dog park.
  - ESA deficiencies rectified.

### **5.9 Traffic Signals/Streetlights**

- Total hours: 11.5
  - Electrical maintenance and repairs.

### **5.10 Locates**

- Total hours: 22.5

- Located and marked City underground electrical infrastructure.

### **5.11 Grinder Pumps**

- Total hours: 18.0
  - Wiring and initial set up of new pumps and floats.
  - Maintenance and repairs to some of the 300+ grinder pumps in use throughout the City.



**Dated: April 26, 2021**

To all persons consuming water from the  
City of Kenora  
Anishinaabe Park Distribution System

## **Precautionary BOIL WATER ADVISORY**

Due to the commissioning of the Seasonal water system  
the safety of the drinking water **cannot** be guaranteed.

**All water from taps should be boiled for at least one minute if it is  
used for human consumption.**

Boiling removes harmful bacteria in the water that may cause illness. Once boiled the water can be stored in the refrigerator in a clean food-safe container and should be used for other activities where it may be ingested, including:

1. brushing teeth or soaking false teeth
2. washing fruits and vegetables
3. adding to uncooked food or drink
4. ice cubes

**This advisory shall remain in effect until a notice of rescind is issued.**

For more information regarding this Precautionary Advisory contact: Mike Emms Water  
Wastewater Division Manager 807-467-2035

For information regarding how to care for your family or continue running your business during a Boil Water Advisory, contact a Public Health Inspector at your local Northwestern Health Unit:

**Kenora:**

807-468-3147

1-800-830-5978

**Dryden:**

807-223-3301

1-888-404-4231

**Fort Frances:**

807-274-9827

1-800-461-3348

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**Dated: April 26, 2021**

To all persons consuming water from the  
City of Kenora  
Coney Island Distribution System

## **Precautionary BOIL WATER ADVISORY**

Due to the commissioning of the Seasonal water system  
the safety of the drinking water **cannot** be guaranteed.

**All water from taps should be boiled for at least one minute if it is  
used for human consumption.**

Boiling removes harmful bacteria in the water that may cause illness. Once boiled the water can be stored in the refrigerator in a clean food-safe container and should be used for other activities where it may be ingested, including:

5. brushing teeth or soaking false teeth
6. washing fruits and vegetables
7. adding to uncooked food or drink
8. ice cubes

**This advisory shall remain in effect until a notice of rescind is issued.**

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## 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