



## **AGENDA**

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

**Tuesday, May 18, 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 Goss**

#### **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:

- Council intends to amend the 2021 Operating & Capital Budgets with the following amendments:
  - to consolidate the Sewer and Water reserve and the Depreciation (Water Treatment Plan) reserve funds
  - \$13,876.80 plus HST to be funded through contingency reserves for a project to convert the current recreation operating platform to the ActiveNet platform
  - 185,000 plus HST to be debt financed to purchase lands from CP Rail related to the Railway Street Reconstruction project
  - \$395,000 plus HST of which \$305,000 plus HST is to be funded through the Sewer and Water Reserve and \$90,000 plus HST to be funded from the Storm Sewer Reserve to replace sewer, water and storm infrastructure at Central Park

#### **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 – April 20, 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 Sustainability Advisory Committee

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

### **9.1 Administration & Finance**

- 2021 Q1 Contracts
- March 2021 Financial Statements
- 2021 BIZ Levy Request
- Budget Amendment – Consolidation of Sewer & Water Reserves
- Composition of Section 10 Police Services Board Recommendation
- 2021 Council Meeting Agenda Amendment

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

- No Reports

### **9.3 Operations & Infrastructure**

- Budget Amendment – Railway Street CP Land Purchase
- Budget Amendment – Sewer & Water Works at Central Community Centre

### **9.4 Community Services**

- Amendment to Parking Lot Bylaw – New Parking Fees at Boat Launches
- Amendment to Parking Lot Bylaw – Add Accessible Parking Stalls
- Budget Amendment – Recreation Software

### **9.5 Development Services**

- Crime Prevention & Community Wellbeing Advisory Committee
- Site Plan Agreement – 1001 Ninth Street North
- Lease Agreement – LOW Brewing Company Patio
- Temporary Use By-law, File Number D14-21-02

## **10. Housekeeping Resolutions**

- Agreement with KEM Construction for Beggs Arch Culvert and Lajeunesse Bridge
- Appoint a Summer Student Bylaw Enforcement Officer
- Agreement with Urban Systems for Strategic Planning
- Funding Agreement with FedNor for Strategic Planning
- Q1 Fire Department Report
- Various Committee Minutes
- April 2021 Water & Wastewater Systems Summary
- Fire Chief Appointment

## 11. Tenders

- None

## 12. By-laws

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

- Confirmatory
- 2021 BIZ Levy Request
- Budget Amendment – Consolidation of Sewer & Water Reserves
- Budget Amendment – Railway Street CP Land Purchase
- Budget Amendment – Sewer & Water Works at Central Community Centre
- Amendment to Parking Lot Bylaw – New Parking Fees at Boat Launches
- Amendment to Parking Lot Bylaw – Add Accessible Parking Stalls
- Budget Amendment – Recreation Software
- Crime Prevention & Community Wellbeing Advisory Committee
- Site Plan Agreement – 1001 Ninth Street North
- Lease Agreement – LOW Brewing Company Patio
- Temporary Use By-law, File Number D14-21-02
- Agreement with KEM Construction for Beggs Arch Culvert and Lajeunesse Bridge
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- Agreement with Urban Systems for Strategic Planning
- Funding Agreement with FedNor for Strategic Planning
- Fire Chief Appointment

## 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: -

- Education & Training Members of Council (3 matters – Kenora Moving Forward Coalition Community Efforts, CAO & Mayor updates)
- Receiving Advice that is subject to Solicitor-Client Privilege (3 matters-Mudd Lake Proceedings, MMIWG2S+ Northern Monument Agreement, Harbourfront Crown Land Progress)
- Labour Relations (1 matter-Pay Equity & Compensation Review Presentation)
- Personal Matter about an Identifiable Individual (1 matter-Council Composition)

## 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



April 20, 2021

## Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

**Agenda Item Title:** Contract Execution for Repair Works for the Beggs Arch Culvert and Lajeunesse Bridge with KEM Construction

**Background Information:**

City Council has accepted the low bid from KEM Construction to perform the repair works for the Beggs Arch Culvert and Lajeunesse Bridge. It is now necessary for the City to formalize an agreement with KEM Construction for the work to be performed.

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 KEM Construction related to the repair works for the Beggs Arch Culvert and Lajeunesse Bridge, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and KEM Construction; and further

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

**Briefing By:** Marco Vogrig, Municipal Engineer

**Bylaw Required:** Yes



May 3, 2021

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Appointment of Summer Student Bylaw Enforcement Officer

**Background Information:**

Council has approved the return of two bylaw officer summer student positions to assist with enforcing our bylaws throughout the City, focusing on parking and docking. Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw.

A report came to Council at its April meeting to appoint Chase Birch, our returning summer student from 2020. The hiring process has now been completed for the second position of student officer and this report is to appoint our other 2021 summer student, Erik Verhelst, for the duration of May 18, 2021 to September 15, 2021.

**Resolution for Council:**

That Council hereby appoints Erik Verhelst as a summer student By-Law Enforcement Officer in and for the City of Kenora under the authority of the Police Services Act; and further

That this appointment is hereby authorized for the period of May 18, 2021 to September 15, 2021.

**Budget:** included in the 2021 operating budget

**Risk Analysis:**

There is no risk to this report as it is a statutory requirement.

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

**Strategic Plan or Other Guiding Document:** administrative only

**Briefing By:** Heather Lajeunesse, Enforcement Division Lead

**Bylaw Required:** Yes



May 6, 2021

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

**Agenda Item Title:** Urban Systems Agreement Authorization

**Background Information:**

An agreement was reached between the Corporation of the City of Kenora and Urban Systems for the provision of a Comprehensive Strategic Plan project, including department work plans in the amount of \$85,000 (excluding HST).

**Resolution for Council:**

That three readings be given to a bylaw to execute Consulting Agreement between the Corporation of the City of Kenora and Urban Systems for the provision of a comprehensive strategic plan project; and further

That the Mayor and Clerk be authorized to execute the agreement.

**Budget:**

As per the agreements, the total project budget is \$85,000 (excluding HST), which is allocated to Consultant fees.

**Risk Analysis:**

There is a low level of financial risk as FedNor funding has been approved for 90 percent of eligible project costs. The Lake of the Woods Business Incentive Corporation has also made a \$1,000 contribution to the project.

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

**Strategic Plan or Other Guiding Document:** Administrative only

**Briefing By:** Kylie Hissa, Special Projects & Research Officer  
Megan Dokuchie, Economic Development Officer

**Bylaw Required:** Yes



May 2, 2021

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

**Agenda Item Title:** Agreement Execution with FedNor for Strategic Planning

**Background Information:**

A funding agreement has been reached between the Corporation of the City of Kenora and Her Majesty the Queen as represented by the Minister of Economic Develop and Official Languages for the provision of a Comprehensive Strategic Plan project, including department work plans in the amount of \$90,000.

**Resolution for Council:**

That three readings be given to a bylaw to execute a funding Agreement between the Corporation of the City of Kenora and Her Majesty the Queen as represented by the Minister of Economic Develop and Official Languages for the provision of a Comprehensive Strategic Plan project in the amount of \$90,000; and further

That the Mayor and Clerk be authorized to execute the agreement.

**Budget:** This project was included in the capital budget coming from contingency reserves in the amount of \$100,000 which is now funded through this funding stream. The Lake of the Woods Business Incentive Corporation has also made a \$1,000 contribution to the project. Any costs associated with the project outside the 10% not funded by FedNor will come from the approved 2021 budgeted contingency reserve.

**Risk Analysis:** There is a low level of financial risk as FedNor funding has been approved for 90 percent of eligible project costs.

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

**Strategic Plan or Other Guiding Document:** Administrative only

**Briefing By:** Heather Pihulak, Manager of Administration/City Clerk  
**Bylaw Required:** Yes



May 3, 2021

## Housekeeping Council Briefing

**Agenda Item Title:** 2021 Fire and Emergency Services First Quarter Summary Report

**Background Information:** The purpose of the report is to provide Council with an understanding of the emergency responses, inspection activities, and fire prevention and educational programs undertaken by the CKFES personnel.

**Period:** January 1st, 2021 to March 31, 2021.

### Emergency Responses

Kenora Fire and Emergency Services responded to a total of 80 emergency calls in the first quarter, as compared to 89 emergency calls during the same time period in 2020.

During this quarter fire personnel responded to the follow emergency responses:

1. Fire related: 21 fires including fires at Fifth Ave S. garage/shed fire, Park Street, Second Street S. house fire, Kenora Jail, wood dryer and conveyor fire at the Weyerhaeuser I-Level mill, Bear Point Road, Duffus Road garage fire; electrical fires at Keewatin Place, Pinecrest Home for the Aged; a mutual aid call to assist Longbow Lake Fire Brigade with a large fire; two cooking related fires, and five early season grass fires.
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 17 alarm calls including five carbon monoxide calls two resulting in positive identification results; four false alarm activations due to alarm panel or faulty detectors; seven accidental activations by contractors or burning toast and one intentionally activated/pulled fire alarm.
3. Emergency Medical Response: 3
4. Burning Complaints: 14 total, including four complaints of smell of smoke from neighbouring homes and six calls where passersby reported visible smoke in area. No charges were laid this quarter for Open Air Burning Bylaw violations.
5. Motor Vehicle Collisions: 11 incidents on local roads and area highways.
6. Water/Ice Rescue: 0
7. Elevator Calls: 1
8. Natural Gas: 1
9. Other: 12 other calls include overheated appliances, burnt electrical smell, ruptured steam pipe, broken water pipes, OPP Assistance, load noises and sounds of alarms in area.

### First Nations Emergency Response Agreements

The CKFES responded to one fire in the crawl space of a home on the Bear Point Road in Wauzhushk Onigum First Nation during this quarter. We continue to work with our partners on fire safety and fire prevention activities.

## **Fire Inspections**

The CKFES continues to be proactive in administering the Ontario Fire Code through our Fire Inspection Program. However, the COVID-19 pandemic has resulted in restrictions to buildings and limited access.

All complaint based fire code issues are being assessed and inspected. Additional inspections are being performed at discretion of the Fire Chief. A total of nine fire inspections were performed during this quarter. Several phone inquiries concerning the fire code were dealt with by staff. Throughout the pandemic the Fire Chief has been working closely with local church groups and organizations in the development of winter warming centres for our homeless population.

Several inspections and consultations were conducted during the renovations of the Waterview Inn by the Kenora District Services Board. The Waterview Inn has been converted into a transitional housing complex for our vulnerable population and those in need.

Additional inspections include the Kenora Court House, Kenora Fellowship Centre, Emergency Shelter and Cameron Bay Children's Centre.

Six Fire Safety Plans were reviewed and approved during this period.

## **Vulnerable Occupancy Program**

In Ontario, owners of care homes, care and treatment homes and retirement homes are legislated to annual review their Fire Safety Plan, prepare annual fire drill scenarios and perform a fire drill that is observed and approved by the Fire Chief. Due to the COVID-19 pandemic the Ontario Fire Marshalls Office exempted the mandatory observed vulnerable occupancy fire drills and only online fire drills were conducted in 2020.

The OFM exemption is no longer in effect for 2021 and planning is under way with Kenora's four vulnerable occupancies.

## **Fire Prevention and Life Safety Education Program**

The City of Kenora Fire and Emergency Services provides fire prevention and life safety education program to our City partners through the distribution of Fire Safety pamphlets, school and adult education programs, reviewing and approving Fire Safety Plans and working closely with local media in delivering timely fire safety training. COVID-19 has reduced the number of activities for this quarter.

During this quarter, fire personnel have completed the following:

1. Fire Safety Plan Approvals: 6 including, Kenora Court House, Kenora Emergency Shelter and KACL Homes
2. Virtual Hall Tours: 4 including grade 1, 3, 4 Valleyview Public School and Grade 3 Evergreen Public School.
3. City wide elevator inventory was conducted during this quarter which included updating files on elevators, new elevator rescue kit and firefighter elevator training.
4. Kenora Fire Lock Box Program
5. Safe Communities Kenora Monthly meetings,
6. Fire Extinguisher Training – no training this quarter.
7. City Communications Specialist: CKFES has partnered with our Communications Specialist in getting fire safety messages out to our employees through, inter office email, and the Cities Facebook page. This process is proving to be very

effective in delivering fire safety messaging out to City staff. This quarter in conjunction with the featured Smoke Alarm Change Your Batteries, Home Escape Planning, Windy Don't Burn, Day Burning By-Laws, Carbon Monoxide Awareness.

8. New Fire Prevention Shopping Bags and sponsors.



9. CKFES continues to utilize our FACEBOOK page for fire safety information, messaging and fire department information.

The CKFES continues to work closely with our internal and external partners in delivering a comprehensive fire prevention, inspection and emergency response program.

### **Firefighter Training**

1. Elevator Training
2. OPP – Drug Lab and Marijuana Grow Operations Awareness
3. Self-Contained Breathing Apparatus
4. MNRF Wildland Fire
5. Drivers Licensing Training
6. Home Station – Pumper Operations
7. Water and Ice Rescue
8. Apparatus Training
9. Live Burn Cells are completed at Station 3 and training is scheduled for late May.

### **Other**

1. Monthly Chief Fire Officer Meetings - Postponed due to COVID-19.
2. Monthly Health and Safety Station Inspections
3. As Zone 10A representative, Chief participated in monthly Provincial Advisory Committee (PAC) conference calls through the Ontario Fire Association of Fire Chiefs.
4. Chief attended Monthly Safe Communities Kenora.
5. Annual truck safety inspections and safeties.
6. FireCon Board of Directors Meetings
7. OAFCA – Provincial Advisory Meetings.
8. Kenora District Mutual Fire Aid Association Meetings.
9. COVID -19 Pandemic – Station restrictions, cancellation of some training, fire code inspections and fire prevention programs.

### **Firefighter Recruitment and Retention**

Kenora Fire and Emergency Services is currently in the progress of hiring new volunteer firefighters. Currently Kenora Fire has a total of 30 active volunteer firefighters.

## **Emergency Management**

The City of Kenora Emergency Management Team continues to monitor the COVID – 19 pandemic and work with local Health Unit and Medical Officer of Health to ensure the public is informed and protocols are in place for current restrictions.

The Kenora Community Emergency Management Coordinator (CEMC) has been providing regular COVID updates to Emergency Management Control Group, City Senior Leadership Team, Mayor and Council throughout the pandemic. The CEMC chairs bi-weekly Kenora Regional COVID Task Force Team meetings and bi-weekly Northwestern Ontario CEMC COVID Working Group meetings. Additionally, represents the City on the Regional COVID Vaccine Committee which is led by the NWHU and twice weekly Provincial Emergency Operations Centre COVID Update meetings.

During this quarter the Kenora Emergency Control Group (ECG) and Program Committee members were activated in response to the COVID outbreak on Wabaseemoong First Nation where the City was asked for their assistance in providing manpower and lodging for those affected in the community. The CEMC worked closely with the Wabaseemoong Emergency Team, Kenora Chiefs Advisory, Emergency Management Ontario and local health and emergency services during the outbreak and continues to work closely with our partners. As a result of this declared emergency the Kenora Regional COVID Task Force was formed and local Isolation Centres were formalized to serve our area during the pandemic.

The ECG was further alerted when large water pipes ruptured in the Isolation Centre flooding out the COVID positive isolation wing. Consultation with all groups will continue throughout the remainder of the pandemic.

## **Emergency Management Ontario (EMO) - Forest Fire and Flood Host Community**

The City of Kenora is annually approached by EMO to become a host community for far north communities in Ontario that are evacuated due to forest fire or flooding. The City of Kenora has declined for 2021 because of the lack of hotel rooms available to house evacuees and the current available resources to effectively host large groups of evacuees. Two of hotels are currently being utilized as isolation centres for COVID-19 and our largest hotel remains under renovations due to a fire in early 2020.

## **EMO – Annual Municipal Compliance Approval**

Under the authority of the Emergency Management and Civil Protection Act, each municipality is required, to submit an Annual Compliance Documentation to confirm that they have completed all the annual legislated requirements for our emergency program.

Documentation and confirmation forms were submitted to the Office of the Fire Marshal and Emergency Management in December of 2020 and formal written confirmation of Annual Municipal Compliance was received in February 2021.

This will be the last Quarterly Report by Fire Chief / CEMC Todd Skene and I would like to thank Mayor and Council, all of our hard working dedicated firefighters, all members of the Emergency Control Group and Program Committee, emergency services, City staff and municipal partners for all your support over the last 6 years.

**Budget:** No Budget effects.

**Communication Plan/Notice By-law Requirements:** None

**Strategic Plan or other Guiding Document:** Aligns with the City of Kenora's Values contained within Strategic Plan 2015-2020, specifically, "we strive for continuous service improvements through innovation, leadership and best practices; we consider community, public and workplace safety in every decision we make; we manage the municipal finances in a responsible, prudent and transparent manner; and is consistent with Corporate Goal #2-3 and Corporate Goal #3-3

**Risk Analysis:** As per the City's ERM Policy, there is no risk Associated with this quarterly briefing report.

**Resolution for Council:**

That Council hereby accepts the 2021 First Quarter Report from the Kenora Fire and Emergency Services Department for the period of January 1 to March 31, 2021.

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**Briefing By:** Todd Skene, Fire Chief / CEMC

**Bylaw Required:** No

May 4, 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:

- March 25, 2021 – The Muse

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

- March 25, 2021 - Kenora Police Services Board; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No



May 11, 2021

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

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

**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.

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

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the March 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 Operations & Infrastructure Manager, Community Services Manager

**Bylaw Required:** No

**CITY OF KENORA**

**Monthly Summary Report  
Water & Wastewater Systems**

March 2021

Prepared by: Mike Derouard, 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 March 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 for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- March 1
- March 8
- March 15
- March 22
- March 29

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Cleaned colorimeter cell on trim chlorine analyzer.
- Replaced actuator on #2 extractor.
- Replaced circuit board in clearwell effluent chlorine analyzer.
- Repaired antenna cable for cellular dialer system.
- Rerouted network cabling at Zone 3 and 4 to facilitate cabinet closure.
- Replaced leaking elbow on roof drain system.

### **2.4 Training**

- No training took place in March.

## 2.5 Water Quality Complaints

- There was one water quality complaint in March. Resident complained of a short burst of black water from her kitchen tap which cleared up immediately. Operator tested chlorine residual on-site and found it to be adequate and typical for the area. No distribution work was being done in the area so an internal plumbing issue is suspected (deteriorated O-ring/gasket etc.). Resident will follow up with staff if problem returns.

## 2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- External DWQMS audit was completed by SAI Global. No non-conformances were identified.

## 3.0 Water Distribution System and Wastewater Collection System

### 3.1 Maintenance

#### 3.1.1. Water Distribution

- No water digs to report.
- Flushed dead-end mains.
- 7 water turn offs for repairs.
- 1 water turn off for season.

#### 3.1.2. Wastewater Collection

- Dug and repaired sewer service on Railway Street.
- Dug and repaired sewer main on Rupert Road.
- Dug and repaired sewer main in lane between Fourth Street North and Fifth Street North.
- 10 house calls for sewer rodding.
- 10 grinder pump calls.
- Maintenance flushing of sewer mains.
- Sewer lift station maintenance.

#### 3.1.3. Water Thaws:

	March 2020	March 2021
City	2	3
Private	0	3

### 3.2 Training

- No training took place in March.

### 3.3 Water Quality Complaints

- One (1) water quality complaint.

### 3.4 Boil Water Advisory(s) – 2021

- None.

### 3.5 Other Information

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

## 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 March 9, 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): 154[mg/L]
- b. Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 9.4 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 195 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 15.6 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on March 2, 9, 16, 23, 30 for E. Coli are:

- a. Geometric Means of the samples in March 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 9.4 p.p.m., and final effluent T.S.S. was 15.6 p.p.m., both well within the C of A requirements.

### **4.3 Maintenance**

- 4.3.1 Sludge press maintenance (clean and grease) 700 building.
- 4.3.2 Electrician replaced LED pot light at the 500 building.
- 4.3.3 Cleaned weirs and troughs in both clarifiers.
- 4.3.4 Replaced UV bulbs on bank B for disinfection in the 300 building.
- 4.3.5 Cummins replaced the power module board for the UV generator.
- 4.3.6 Electrician serviced bucket and contactors, replaced coil on the run contactor for blower 407 in the 400 building.

### **4.4 Training**

- Blower power meter data collection

### **4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on March 16, 2021.







## 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



May 2, 2021

## City Council Committee Report

**To: Mayor & Council**

**Fr: Kyle Attanasio, CAO**

**Re: Fire Chief Appointment**

### **Recommendation:**

That Council gives three readings to a bylaw to appoint Kent Readman as the Fire Chief for the City of Kenora effective June 15, 2021; and further

That Council hereby repeals bylaw number 153-2015, a bylaw that appoints Todd Skene as the Fire Chief for the City of Kenora.

### **Background:**

Todd Skene, Fire Chief gave notice of his retirement to the City in late 2020. A recruitment process was completed with the hiring of Kent Readman as the new Fire Chief for the Kenora Fire Department. Originally from Southern Ontario, Chief Readman has worked throughout Canada the last 19 years, most recently serving as the Fire Chief and Community Emergency Management Coordinator for the Dryden Fire Service. Chief Readman has served his profession in the capacity of Volunteer Firefighter, Captain, Training Officer, Director of Emergency Services, Health and Safety Coordinator, Deputy Fire Chief and Fire Chief. He is an Adjunct Instructor with the Ontario Fire College and has worked through amalgamation, rebuilding a volunteer service.

Under the Fire Protection and Prevention Act, 1997, Section 6. (1) "If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department". This bylaw will officially appoint Kent as the Fire Chief.

Todd will stay on in a mentoring role with the new Chief for an additional period and will officially retire in July 2021.

**Budget:** N/A

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

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

3-12 – The City will leverage the power of peer-to-peer knowledge transfer through mentoring to ensure the continuity of institutional skills and know-how.