

# **AGENDA**

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

**Tuesday, November 16, 2021  
12:00 p.m.**

**City Hall Council Chambers**

**\*Due to COVID-19 and the requirement for physical distancing, the public will not be permitted into meetings at this time.**

**Public Access to the meeting can be found on the NEW Livestream at:  
<https://kenora.civicweb.net/Portal/>**

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

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

### **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 will establish their 2022 meeting calendar
- Declare surplus and authorize the sale of the land at an unassigned address on Chipman Street described as LOT 290 PLAN 25 AND PT OF LOT 291 PLAN 25 DES PT 7 PLAN 23R14508;
- Authorize a conditional purchase and sale agreement between the Corporation of the City of Kenora and The InnKeepers Inc. for the municipal lands legally described as parts of Twelfth Avenue South and McCrae Street and the lands described as all of PIN 42168-0150, all of PIN 42168-0155 and part of PIN 42168-0154

### **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 – October 19, 2021

### **6. Presentations/Deputations**

- Urban Systems Strategic Planning Progress Update

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

## **8. Appointments**

- None

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

### **9.1 Administration & Finance**

- September 2021 Financial Statements
- 2021 Q3 Contracts
- 2021 Q3 Capital & Unusual Spend
- Amended Water & Wastewater Long Range Financial Plan
- 2022 Council Meeting Calendar
- KDMA Resolutions

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

- No Reports

### **9.3 Operations & Infrastructure**

- No Reports

### **9.4 Community Services**

- Anicinabe Park Old Chalet Lane Road Closure Request

### **9.5 Development Services**

- Application for Variance to Sign Bylaw 2748025 ON Ltd
- Declaration of Surplus Land & Request to Purchase-Chipman St Lot
- Free Metered Parking in the Harbourtown Centre –December 2021
- Purchase & Sale Agreement-The InnKeepers Inc
- KDSB Contribution Agreement-Public Washroom 15 Chipman Street
- Zoning Bylaw Amendment-D14-21-08 NE Corder of Sunset Bay & Transmitter Rd
- Application for Temporary Use D14-21-09 Bell's Point Road

## **10. Housekeeping Resolutions**

- Funding Agreement Authorization –MMAH Modernization Intake 2 – E-permitting
- Various Committee Minutes
- Water Wastewater Systems Monthly Summary September 2021

## **11. Tenders**

- None

## **12. By-laws**

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

- Confirmatory
- Declaration of Surplus Land & Request to Purchase-Chipman St Lot
- Purchase & Sale Agreement-The InnKeepers Inc

- KDSB Contribution Agreement-Public Washroom 15 Chipman Street
- Zoning Bylaw Amendment-D14-21-08 NE Corner of Sunset Bay & Transmitter Rd

### 13. Notices of Motion

### 14. Proclamations

- Louis Riel Day – November 16, 2021

### 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)
- ii) Receiving Advice that is Subject to Solicitor-Client Privilege (1 matter-land development)

### 17. Adjourn Meeting

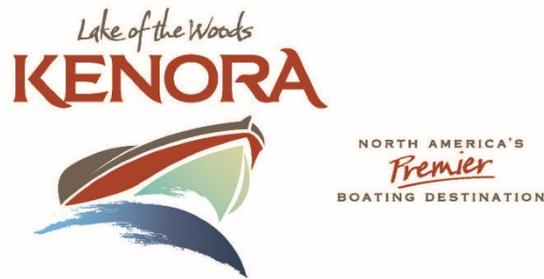
#### **Information on Voting by Mayor & Council under The Municipal Act, 2001**

**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**.



Housekeeping Reports  
NOT attached to  
Committee of the  
Whole Agenda



October 26, 2021

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

**Agenda Item Title:** Ministry of Municipal Affairs and Housing Agreement Intake 2 Authorization

**Background Information:**

On June 30, 2021, the City was notified that the submission to the Municipal Modernization Program Intake 2 was successful and that the municipality would be receiving up to \$52,585 for the development of an e-permitting platform and other improvements. An RFP has been issued for the e-permitting platform and staff expect to begin the project shortly after executing the attached TPA.

**Resolution for Council:**

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Government of Ontario for the provision of Municipal Modernization Program Funding in the amount of \$52,585; and further

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

**Budget:** The Municipal Modernization funding of \$52,585 is expected to cover 65 percent of anticipated costs of implementing an e-permitting platform and other process improvements.

**Risk Analysis:** There is a low level of risk executing this agreement as the project has been previously approved by Council.

**Communication Plan/Notice By-law Requirements:** By-law required to authorize the signing of the agreement

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

**Briefing By:** Adam Smith, Director of Development Services

**Bylaw Required:** Yes

November 3, 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:

- September 23, 2021 Open & IN CAMERA Minutes – The Muse
- October 7, 2021 – Accessibility Advisory Committee

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

- September 30, 2021 – District of Kenora Home for the Aged
- September 24, 2021 – Northwestern Health Unit
- September 29 & October 18, 2021 – Police Services Board; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No



November 1, 2021

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

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

**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 September.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the September 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:** Kevin Gannon, Director of Engineering & Infrastructure Services

**Bylaw Required:** No

**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

September 2021

Prepared by: Mike Emms, Water and Wastewater Manager  
Mike Derouard, Water and Wastewater Supervisor  
Ryan Peterson, Water Treatment Plant  
Darryl Wilson, Wastewater Treatment Plant

## 1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of September 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:

- September 7
- September 13
- September 20
- September 27

All samples tested were within the allowable parameters.

### 2.3 Maintenance

- Replaced sump pit discharge check valve.
- Changed supply and drain lines on effluent turbidimeter.
- Installed ball valve on trim chlorine analyzer pressure tower.
- Cleaned, flushed and reassembled alum flow meter.
- Replaced leaking check valve on high lift pump #3.

### 2.4 Training

- No training took place in September

### 2.5 Water Quality Complaints

- There was one water quality complaint in September. Resident reported occasional sulfur smell from bathroom tap for the past couple months. Operator attended residence but could not detect any odor. The chlorine residual was 1.37 mg/L which is typical for that area. A follow-up

bacteriological sample was taken the following Monday which did not indicate any issues. Suspect issue with hot water tank.

## **2.6 Other Information**

- Distribution chlorine residuals were collected on a weekly basis.
- Superchlorination and bacteriological tests were conducted for downtown construction projects.
- Microcystin samples were collected weekly as required by Algal Bloom Monitoring Plan.
- AutomationNow working remotely on software upgrade and installation of reporting software.
- Lake of the Woods Electric on-site for transformer pad installation.

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

### **3.1 Maintenance**

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

- Dug and replaced curb stop on Mikado Avenue.
- Dug and replaced flared fitting on Granite Court.
- Dug and replaced two (2) curb stops on Rupert Road.
- Dug and replaced curb stop on Second Street South.
- Dug and replaced curb stop on Ottawa Street.
- Winterizing of hydrants.
- Seven (7) water turn off for repair.
- Two (2) locates on private property.
- One (1) water turn on for new construction.
- Four (4) water turn off for season.
- Landscaping dig areas.
- Various leaks on Coney Island.

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

- Dug and fixed grinder connection.
- Dug and replaced 50 feet of sewer on Main Street Rideout.
- Dug and fixed sewer main on Minto Crescent.
- Twelve (12) house calls for sewer rodding.
- One (1) camera inspection.
- Three (3) grinder pump replacements.
- Cleaned pumping stations with vac truck.
- Maintenance flushing of sewer mains.
- Cleaning of storm catch basins.
- Sewer lift station maintenance.

- Cleaning of McLeod Park holding tank.

**3.1.3. Water Thaws:**

	September 2020	September 2021
City	0	0
Private	0	0

**3.2 Training**

- No training took place in September.

**3.3 Boil Water Advisory(s) – 2021**

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

- One (1) precautionary boil water advisory on Second Street South.

**3.4 Other Information**

- Assisted with storms.

**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 September 21, 2021 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- Raw Sewage – Total BOD<sub>5</sub> (biological oxygen demand): 111[mg/L]
- Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 2.4 [mg/L] – limit is 25 [mg/L].
- Raw Sewage – Total Suspended Solids: 344 [mg/L].
- Final Treated Effluent – Total Suspended Solids: 3.4 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on September 1, 7, 14, 21 and 28 for E. Coli are:

- a. Geometric Means of the samples in September was 18.88 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 18.88 organisms/100 mL, which is within the COA's limit of 200 organisms/100 mL. Plant final effluent CBOD was 6.0 p.p.m., and final effluent T.S.S. was 11.8 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 Greased bar screen, grit removal and organic return in the 100 building.
- 4.3.3 Unplugged floor drain under dewatering press #1 in the 700 building.
- 4.3.4 Cleaned weirs, troughs and effluent channels in both clarifiers.
- 4.3.5 Tightened drive belt on conveyor loading truck.
- 4.3.6 UV maintenance grease and lime away on Bank B for disinfection.
- 4.3.7 Cleaned blower intake filters for the aerobic digester.

#### **4.4 Training**

- No training took place in the month of September

#### **4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on September 29, 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: 149.0
  - Maintenance, troubleshooting and repairs.
  - ESA deficiencies rectified.
  - Installed cameras and hard drive at Sultana Station for security and to monitor equipment in a confined space.

## 5.2 Wastewater Treatment Plant

- Total hours: 10.0
  - Plant electrical maintenance/repairs.
  - Troubleshooting of MCC.
  - Removed and replaced 600V sump pump.

## 5.3 Water Treatment Plant

- Total hours: 22.0
  - Plant electrical maintenance/repairs.
  - Onsite support for generator upgrade job.
  - MCC repair and maintenance.

## 5.4 Booster/Water Dispenser Stations/Waterworks

- Total hours: 7.0
  - Maintenance and repairs on Water Dispensing Units at Evergreen and Rabbit Lake.
  - ESA deficiencies rectified.
  - Repair of Evergreen Water Dispensing Unit from water damage.

## 5.5 Operations Building

- Total hours: 5.0
  - Electrical maintenance and repairs.
  - ESA deficiencies rectified.
  - Install 20A receptacle in new location for photocopier in HR office.

## 5.6 Waste Transfer Facility

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

## 5.7 Facilities

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

## 5.8 Parks and Cemetery

- Total hours: 27.0
  - ESA deficiencies rectified.
  - Coney Island footbridge. Checked over for electrical damages and ordered parts as needed.
  - Repaired and replaced Pavilion washroom lights.

- Installed gimbaled pot lights in ceiling to light up Fish Display Wall at the Discovery Centre.

### **5.9 Traffic Signals and Streetlights**

- Total hours: 8.0
  - Electrical maintenance and repairs.

### **6.0 Locates**

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

### **6.1 Grinder Pumps**

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

**Schedule "A"**

**Water Systems Flow and Operating Data  
Monthly Summary Report - 2021**

<b>Water Plant Flows</b>		<b>Units</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>TOTAL</b>
<u>Influent Flow</u>															
Total Influent Flow	m <sup>3</sup> /month		198250	190901	213429	191228	204878	208322	232933	223516	208388				1871845
Maximum Daily Influent Flow	m <sup>3</sup> /day		7655	7519	8032	7266	7829	8935	10031	8380	7794				73441
Minimum Daily Influent Flow	m <sup>3</sup> /day		4988	6038	6044	5612	5664	5685	5800	6009	5751				51591
Average Daily Influent Flow	m <sup>3</sup> /day		6365	6818	6885	6374	6609	6944	7514	7210	6946				61665
Maximum Daily Instantaneous Influent Flow	m <sup>3</sup> /day		16920	21216	16800	17229	17329	17203	22731	17092	16726				163246
<u>Effluent Flow</u>															
Total Effluent Flow	m <sup>3</sup> /month		181380	175252	194987	173789	185878	190345	210902	203859	188788				1705180
Maximum Daily Effluent Flow	m <sup>3</sup> /day		6874	7044	7302	6693	7269	8246	9547	7657	7117				67749
Minimum Daily Effluent Flow	m <sup>3</sup> /day		4710	5452	5434	5126	5125	5088	4956	5549	5342				46782
Average Daily Effluent Flow	m <sup>3</sup> /day		5851	6259	6290	5793	5996	6345	6803	6576	6293				56206
Plant Meter Reading	m <sup>3</sup> /month		3438	3197	3410	3118	3472	3434	3656	3511	3426				
Compensated Total Effluent Flow	m <sup>3</sup> /month		177942	172055	191577	170671	182406	186911	207246	300348	185362				1774518
<u>Samples</u>															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken			4	4	5	4	5	4	4	5	4				39
Number of Treated Samples Taken			4	4	5	4	5	4	4	5	4				39
Number of Distribution Samples Taken			24	24	30	24	30	24	24	30	24				234
<u>Boil Water Advisory Bacteriological</u>															
Number Taken			2	0	0	0	12	10	12	12	4				52
Adverse Water Quality Incidents			0	0	0	1	0	1	0	0	1				3
WTP Callouts			7	4	3	9	13	9	6	14	13				78
Water Thaws	City		0	20	3	0	0	0	0	0	0				23
	Private		0	15	3	0	0	0	0	0	0				18
	Total		0	35	6	0	0	0	0	0	0				41





## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2020

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m <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

Lake of the Woods  
**KENORA**



NORTH AMERICA'S  
*Premier*  
BOATING DESTINATION

# ***PROCLAMATION***

By Virtue of Authority

Vested in me

I hereby proclaim

**Tuesday, November 16, 2021**

As **“Louis Riel Day”**

in and for the City of Kenora and request its observance as such by our  
citizens.

Proclaimed at the City of Kenora  
This 16th day of November, 2021

A handwritten signature in black ink, appearing to read 'Daniel Reynard', positioned above a horizontal line.

His Worship Mayor Daniel Reynard