



# **AGENDA**

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

**Tuesday, April 19, 2022  
12:00 p.m.**

**City Hall Council Chambers**

**Or via Livestream at: <https://kenora.civicweb.net/Portal/>**

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### **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:

- Adopt a new Elections Sign bylaw
- Adopt a new Five Year Strategic Plan
- Amend the Investment Policy Statement under Authorizing By-law #47-2020
  - Adopt a new Schedule of Rates for the Lake of the Woods Cemetery
- Amend the 2022 Capital Budget to supplement the funding required for the Municipal Paving Capital Construction Projects by way of reallocating the following: ICIP funds in the amount of an additional \$788,176 and NORDS funds in the amount of an additional \$164,039 for Railway Street Phase II, Federal Gas tax funds in the amount of an additional \$137,000 and Future Land Development Reserve in the amount of an additional \$52,000 for Highway 17 East

### **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 – March 22, 2022
- Special Council – March 29, 2022

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

Approximately five (5) minutes per person/group.

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

- Tender Award – Sewer & Water Rehabilitation
- Budget Amendment & Tender Award – Municipal Paving
- Tender Award – Line Painting Contract

- Contract Execution – Sewer & Water Reconstruction – Titan Contractors (Kenora) Ltd
- Contract Execution – Municipal Paving – Pioneer Construction
- Policing Costs Coalition

## **8. Appointments**

- None

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

### **9.1 Corporate Services & Finance**

- 2021 General Fund Investments
- Investment Policy Statement
- February 2022 Financial Statements
- Election Sign Bylaw
- Five Year Kenora Strategic Plan Adoption
- Synergy North Shares

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

- CEMC Appointment

### **9.3 Engineering & Infrastructure**

- No Reports

### **9.4 Community Services**

- Cemetery Rates & Fees
- Application to Ontario Trillium Foundation – Resilient Communities Fund
- Collaboration Agreement – Science North
- Seniors Community Grant Application
- New Tourism Destination Brand Adoption

### **9.5 Development Services**

- Sustainability Action Plan
- Zoning Bylaw Amendment D14-22-03 - 1439 Railway St

## **10. Housekeeping Resolutions**

- Deputy Fire Chief Appointment
- Operations Centre Renovations Contract Agreement
- Professional Services Contract – Chipman Street Pocket Park
- Water & Wastewater Systems Monthly Summary-February 2022

## **11. Tenders**

- Janitorial Services Contract Agreement
- Parks Public Washroom Contract Agreement
- Chipman Street Pocket Park – Self Cleaning Washroom Contract Award
- Urgent items identified under additions to the agenda

## 12. By-laws

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

- Confirmatory
- Investment Policy Statement
- Election Sign Bylaw
- Synergy North Shares
- CEMC Appointment
- Cemetery Rates & Fees
- Contract Agreement – Science North
- Zoning Bylaw Amendment D14-22-03 - 1439 Railway St
- Deputy Fire Chief Appointment
- Contract Agreement-GW Architecture Inc.-Operations Centre Renovations
- Contract Agreement-Brook Mcilroy Inc.–Chipman Street Pocket Park Professional Svcs
- Contract Agreement-New System Building And Property Services Ltd.-Janitorial Services
- Contract Agreement-RAS Facility Services-Parks Public Washrooms
- Contract Agreement-Enterprises Urben Blu Inc.-Self Cleaning Washroom
- Budget Amendment-2022 Municipal Paving Program
- Contract Agreement–Titan Contractors (Kenora) Ltd Sewer & Water Reconstruction–
- Contract Agreement–Pioneer Construction-Municipal Paving Program

## 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 (4 matters–CAO, Mayor, Development Services updates, KDSB Service update)

## 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

# Additions to the Agenda (Urgent Items)



April 12, 2022

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: David Mellor, Project Engineer

Re: Sewer and Water Reconstruction

### Recommendation:

That the tender submitted by Titan Contractors, in the amount \$3,423,615.50 (plus HST) for sewer and water reconstruction be hereby accepted.

### Background:

A tender was issued for sewer and water reconstruction at 4 locations being two blocks of 2<sup>nd</sup> Street South, 7<sup>th</sup> Avenue S and 2<sup>nd</sup> Avenue South including underground and surface works to replace aging sewer and water infrastructure. The tender closed on March 17, 2022 and 2 bids were received.

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

Titan Contractors	\$3,423,615.50
Moncrief Construction Ltd	\$3,610,192.18

### Budget:

2022 Capital Budget and Federal/Provincial Funding

### Risk Analysis:

As per the requirements of the ERM policy, there would be a moderate operational risk if the reconstruction work were not completed. This risk will be mitigated through the proactive approach of completing the repairs in a timely manner, therefore preventing large-scale failure of these systems.

### 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.

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

Distribution: K. Gannon, M. Vogrig



April 13, 2022

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: David Mellor, Project Engineer

Re: Municipal Paving Capital Construction 2022

### Recommendation:

That the tender submitted by Pioneer Construction Inc. in the amount of \$3,156,094.94 plus HST be hereby accepted; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2022 Capital Budget at the regular meeting of Council on April 19, 2022 to supplement the funding required for the Municipal Paving Capital Construction Projects by way of reallocating the following: ICIP funds in the amount of an additional \$788,176 and NORDS funds in the amount of an additional \$164,039 for Railway Street Phase II, Federal Gas tax funds in the amount of an additional \$137,000 and Future Land Development Reserve in the amount of an additional \$52,000 for Highway 17 East; and further

That Council give three readings to a by-law to amend the 2022 Capital budget for this purpose.

### Background:

The tender for the 2022 Municipal Paving Project closed on March 31, 2022. There was 1 bid received. Summary of the bid received is as follows (HST extra):

Pioneer Construction Inc.	\$3,343,978.42 (plus HST)
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The received tender pricing resulted in a 2022 Capital budget shortfall. Deletions from Pioneer Construction's scope of work resulted in the revised tender pricing recommended for acceptance:

Pioneer Construction Inc.	\$3,156,094.94 (plus HST)
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Included in Pioneer Construction's scope of work is the civil construction for the completion of Railway Street Phase II, Highway 17 East, a portion of 9<sup>th</sup> Street North resurfacing and a Laneway resurfacing project.

In addition to the civil construction works the City of Kenora also has planned expenditures in 2022 to continue the utility pole realignment in anticipation of Railway Street Phase III project in 2023. Concurrently, the City of Kenora has engaged a consultant to provide an analysis and options for improvements to the 16<sup>th</sup> Ave N Rail Crossing to be considered in the Railway Street Phase III scope of work.

In preliminary estimates of expenses for the completion of Railway Street Phase III there is potential both the NORDS and ICIP subsidies will be fully expended prior to the full completion of the project. As a result, the City of Kenora may be required to debt finance

and or secure other sources of capital funding to complete the Railway Street Phase III project.

**Budget:**

Railway Street Phase II:

ICIP Rural & Northern Stream - \$1,951,000

NORDS - \$658,000

Highway 17 East – Surface Works:

Federal Gas Tax - \$932,000

Unused Holdback Reserve - \$55,000

Highway 17 East – Vacant Lot Servicing Extension:

Future Land Development Reserve - \$202,000

Ninth Street North – Resurfacing:

Paved Roads - \$750,000

Laneway – Resurfacing:

Paved Roads Lanes - \$50,000

**Risk Analysis:** As per the requirements of the ERM policy, the City will mitigate and reduce the risk and liability to Corporation and those motorists utilizing the City's road system related to vehicle and or pedestrian accidents and conflicts, in which the line painting is intended to supplement other controlled forms of roadway regulation such as signs, medians and traffic signals.

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

Distribution: K. Gannon, M. Vogrig

**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.



April 12, 2022

City Council  
Committee Report

To: Kyle Attanasio, CAO

Fr: David Mellor, Project Engineer

Re: 2022 Urban Street and Highway Line Marking Tender

**Recommendation:**

That the revised tender submitted by North-West Lines Ltd., in the amount \$204,000.00 (plus HST) be hereby accepted.

**Background:**

Tenders for the 2022 Urban Street and Highway Line Marking Tender closed on Thursday, March 10, 2022, with a single company submitting the following base tender pricing: (plus HST):

	<u>Line Marking</u>	<u>Hr Rate –</u>	<u>Bike Symbols</u>
North-West Lines	\$ 220,500.00	\$250.00	\$ 175.00

The received tender pricing resulted in a 2022 Operational budget shortfall. To meet the 2022 allocated budget of \$207,660 for the line painting work portions have been deleted for 2022.

It is important to note that in 2021 the full complement of line painting occurred throughout the City and typically areas that do not have continuous vehicular contact such as parking lots and bicycle symbols have a greater longevity than stop bars, cross walks and centre lines which are routinely driven on. As a result the following work items have been deleted for 2022:

- Parking lots –McLeod Park, Harbour Front North & South lots, Kenora Recreation Centre, Operations Centre Lot and Vehicle Garage and the Discover Centre Lot.
- Bicycle Symbols

In addition to the above noted deletions an analysis was performed to determine if any intersection line painting previously painted could be deferred to 2023. Intersections with known safety concerns, servicing institutional facilities, providing access to recreational areas and those fronting streets with high traffic volumes were prioritized. The analysis resulted in the removal of sixteen intersections mainly in low volume residential streets with no known safety concerns and preferable sight lines for both motorists and pedestrians.



Revised tender pricing (plus HST):

	<u>Line Marking</u>	<u>Hr Rate</u>
North-West Lines	\$ 204,000.00	\$250.00

**Budget:**

Operating 2022 \$200,000

Keewatin Memorial Arena Operation & Maintenance 2022 -\$2,560

Parking Lot Rentals Contracted Services 2022 - \$3,060

Transfer Facility Repairs and Maintenance 2022 - \$2,040

**Risk Analysis:**

As per the requirements of the ERM policy, the City will mitigate and reduce the risk and liability to Corporation and those motorists utilizing the City's road system related to vehicle and or pedestrian accidents and conflicts, in which the line painting is intended to supplement other controlled forms of roadway regulation such as signs, medians and traffic signals.

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

Resoution required.

Distribution: K Gannon, M. Vogrig, R, Wilcott

**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.



April 12, 2022

## Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

**Agenda Item Title:** Contract Execution 2022 Sewer and Water Reconstruction

**Background Information:**

City Council has accepted the low bid from Titan Contractors to perform the 2022 Sewer and Water Reconstruction works. It is now in order for the City to enter into an agreement with Titan Contractors to perform the works.

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

**Resolution for Council:**

That further to City Council accepting the bid of Titan Contractors related to the 2022 Sewer and Water Reconstruction works, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Titan Contractors (Kenora) Ltd; and further

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

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

**Bylaw Required:** Yes



April 13, 2022

## Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

**Agenda Item Title:** Contract Execution for 2022 Municipal Paving Program

**Background Information:**

City Council has accepted the low bid from Pioneer Construction Inc. to perform the 2022 Municipal Paving program work. It is now in order for the City to enter into an agreement with Pioneer Construction Inc. 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 Pioneer Construction Inc. related to the 2022 Municipal Paving Program work, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Pioneer Construction Inc.; and further

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

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

**Bylaw Required:** Yes



March 2, 2021

## City Council Committee Report

**To: Mayor & Council**

**Fr: Kyle Attanasio, CAO**

**Re: Policing Costs Coalition**

### **Recommendation:**

Whereas in 2015, the Ontario Government introduced a cost-formula for all municipalities using the Ontario Provincial Police (OPP) to deliver local police services; and

Whereas the municipalities of Kenora, Sioux Lookout and Pickle Lake serve as hubs for dozens of northern and remote communities, providing healthcare, pharmacy, education, legal, transportation, and other critical services for First Nations peoples living in a geographical area larger than the country of Germany; and

Whereas this cost-formula fails to adequately recognize that the municipalities of Kenora, Sioux Lookout and Pickle Lake serve a population ten times the size of their respective municipal tax bases; and

Whereas the implementation of this cost-formula has resulted in the municipalities of Kenora, Sioux Lookout and Pickle Lake having, by a significant margin, the highest policing costs in all of Ontario; and

Whereas the median cost of all municipalities in Ontario that use the OPP to provide these same local police services is approximately \$300 per property owner, while the cost charged to the municipalities of Kenora, Sioux Lookout and Pickle Lake, before any discounts, has been two-and-a-half to three-and-a-half times higher;

Whereas it is estimated that the municipalities of Kenora, Sioux Lookout and Pickle Lake have collectively paid \$40 million more for policing than the average cost paid in other municipalities in which the OPP provides these services;

Whereas the monies paid out to the OPP for these unfair costs could have been invested in critical infrastructure projects such as shelter, housing, roads, bridges, and other community needs; and

Whereas every year since the cost-formula's introduction, the municipalities of Kenora, Sioux Lookout and Pickle Lake have repeatedly attempted to convince the provincial government that the cost-formula is unfair and an overwhelming financial burden on their communities; and

Whereas the response from the provincial government to these repeated requests have been different and remain unreasonable; and

Whereas we wish to work with the Government of Ontario to seek a solution that is financially sustainable for all our municipalities;

Therefore Be It Resolved That the municipal governments of Kenora, Sioux Lookout, and Pickle Lake form a coalition that to reduce the significant costs of providing police services in their respective communities; and further

That we are asking all our local candidates in the provincial election held on June 2, 2022, and the leaders of their respective parties to commit to solving this issue and to deliver a solution to the coalition by the end of this calendar year.

**Background:**

The City of Kenora has a history of high policing costs, being one of the six communities in all of Ontario where the cost of policing is over \$800 per household; and over the last eight years, the municipality has been advocating for reduced policing costs, which have included various meetings, letters, and delegations made to several Ministers which have been ignored.

In 2020, transfers solely budgeted for protection in the City's operating budget amounted to 30% of all City expenditures and of that 30%, 65% of costs were related to OPP Police Services, not including revenues generated. In 2019, Kenora's policing costs increased by 7% while the provincial average was only 1.1% where average costs per household in 2019 were \$789 compared to \$359 per household provincially. Results from the City's benchmarking exercise, comparing policing costs in Ontario municipalities with the City of Kenora, highlighted that the City of Kenora is paying substantially more than many other municipalities. In Kenora, the formula has resulted in a cost of now \$832 per property, while in Sioux Lookout the cost is \$607.

The City of Kenora is the judicial hub of the District and despite this status being a product of provincial decision-making, it is the municipality that is directly impacted by the failures of upper levels of government wherein when individuals are required to travel to Kenora for the judicial system, they are not provided with adequate supports to return to their home community or avoid re-offending while on bail. The City has made a concerted effort to seek relief from the burden of policing costs which has been steadily rising as the issues have become more complex and the taxpayers of the City of Kenora continue to carry the burden of these uncontrollable escalating costs.

Administration has been seeking new ways to approach this ongoing plea with the Province to acknowledge and change the policing costs model. The municipalities of Kenora, Pickle Lake, and Sioux Lookout have agreed to form a coalition to address the significant costs of providing police services in their respective communities.

In 2015, the Ontario Government introduced a cost-formula for all municipalities using the Ontario Provincial Police (OPP) to deliver local services. Since that time, taxpayers in these three municipalities have collectively paid \$40 million more for policing than the average cost paid in other communities. That's about \$5 million per year that could have been invested in critical infrastructure projects such as shelter, housing, roads, bridges, and other community needs.

The formula is based on a cost per property, while the three municipalities serve a population ten times the size of their tax base. As hubs for dozens of northern and remote communities, the three municipalities provide healthcare, pharmacy, education, legal, and transportation services for First Nations peoples living in a geographical area larger than Germany.

For our hub-based communities in Northwestern Ontario, the existing cost-formula simply does not work as it does not consider the much larger populations we serve and imposes policing costs that are extreme compared to all other municipalities in Ontario.

The OPP cost-formula is based on a combination of basic costs charged to every municipality in Ontario, then adding different costs for each municipality based on calls for police services, overtime, and other items such as prisoner transportation and security for jails and court houses, plus the cost of holding people in jail cells.

Pickle Lake does receive a discount on their policing costs, however, there needs to be a permanent solution that will provide long-term certainty as there have been significant cost challenges in recent years.

Of all 306 municipalities served by the OPP, our three municipalities represent less than one percent of the total number of properties the OPP serves yet make up over four percent of the total calls-for-service hours. These three municipalities have the highest policing costs in all of Ontario by a significant margin.

The formula penalizes any municipality that reduces its calls for service. That is, if your municipality is one of the two that qualify for a discount, and you are later successful in reducing calls for services, the amount of your discount is reduced, and costs per taxpayer increases. This is nonsensical.

The financial impact of the cost formula on Kenora, Sioux Lookout and Pickle Lake has been devastating and an unfair burden on municipal taxpayers. These unfair costs, about \$5 million a year, could have been invested in critical infrastructure projects such as shelter, housing, roads, bridges, and other community needs.

Since 2015, taxpayers in the three municipalities have collectively paid \$40 million more for policing than the average cost paid in other communities.

If the Government of Ontario fails to address this situation in our municipalities, we will have to increase our taxes or further reduce other services to our residents, businesses, and organizations who call our communities home.

Each of the three municipalities has attempted to convince the provincial government that the cost-formula is unfair to their communities. The government has responded to each municipality differently. What all three municipalities have in common is that they are hub communities for much larger populations (and for each other), that the policing costs in these three communities are the highest in Ontario by far, and a permanent solution that addresses their unique needs is necessary to bring policing costs in-line with the rest of Ontario municipalities.

The goal of the coalition is to work with the Government of Ontario to seek a solution that is financially sustainable for our three municipalities. We are asking all our local candidates and the three party leaders commit to solving this issue by the end of this year.

**Budget:** There is a small budget impact to work with a shared contract consultant to lead us through this process which has been included in the CAO's draft operating budget. The cost of the process will be shared by all three municipalities.

**Risk Analysis:** There is a high risk associated with not continuing to advocate for change with the continual escalation of policing costs. These increases are not sustainable for our tax payers and tax base.

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



Housekeeping Reports  
NOT attached to  
Committee of the  
Whole Agenda





March 25, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Heather Pihulak, Director of Corporate Services**

**Re: Deputy Fire Chief Appointment**

### **Recommendation:**

That Council gives three readings to a bylaw to appoint David Pratt as the Deputy Fire Chief for the City of Kenora effective March 28, 2022.

### **Background:**

Council approved the addition of a Deputy Fire Chief for the Fire & Emergency Services Division. Recruitment took place for the position and the successful candidate was David Pratt.

Deputy Chief Pratt brings his 23 years of firefighting experience and 15 years of leadership experience to the City of Kenora. Deputy Chief Pratt's fire service career has gained him exposure in many different aspects including volunteer, career and composite fire departments. He is a proven leader that will foster continuous growth within the City of Kenora Fire and Emergency Services department.

**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.

# **The Corporation of the City of Kenora**

**By-Law Number \_\_\_\_ - 2022**

## **A By-Law to Appoint David Pratt to the Position of Deputy Fire Chief for the City of Kenora**

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Whereas Section 207(45) of The Municipal Act, RSO, 1990, c.M.45, provides that a municipality may appoint such officers and employees as may be necessary for the purposes of the Corporation and for fixing their remuneration and prescribing their duties; and

Whereas subsection 6(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997 c.4, requires that the Council of a municipality that has established a fire department to appoint a deputy fire chief for the fire department; and

Whereas the Council of the City of Kenora deems it expedient to appoint a Deputy Fire Chief effective March 28, 2022; and

Now Therefore Be it Resolved That Council of the Corporation of the City of Kenora enacts as follows:-

1. That David Pratt be hereby appointed as Deputy Fire Chief for the City of Kenora effective March 28, 2022.
2. That this By-law shall take effect and come into force on third and final reading thereof.

**By-law read a First & Second Time this 19<sup>th</sup> day of April, 2022**

**By-law read a Third & Final Time this 19<sup>th</sup> day of April, 2022**

**The Corporation of the City of Kenora:-**

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**Daniel Reynard, Mayor**

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**Heather L. Pihulak, City Clerk**



April 19, 2022

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

### **Agenda Item Title:**

Operations Center Renovations Design Contract

### **Background Information:**

An agreement was reached between the Corporation of the City of Kenora and GW Architecture Inc. for the provision of Phase 1 and Phase 2 Design and Construction Documentation and Phase 3 Construction Administration for the Operations Center Renovations in the amount of \$ 104,000. 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 GW Architecture Inc. for the provision of Phase 1 and Phase 2 Design and Construction Documentation and Phase 3 Construction Administration for the Operations Center Renovations; and further

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

### **Budget:**

The value of the contract has been built into the 2022 Capital and Unusual Spend budget.

### **Risk Analysis:**

There is a low level of financial risk given that the project has been committed in the 2022 budget

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

Bylaw Required

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

- 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 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.
- 2-11 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro fit practices for city owned facilities.

**Briefing By:** Stace Gander

**Bylaw Required:** Yes



April 7, 2022

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

### Agenda Item Title:

Professional Services Contract – Chipman Street Pocket Park

### Background Information:

The City of Kenora began capital construction on the next phase of downtown revitalization (DTR) in the area of Chipman Street and First Street South in 2019. Through this project, an area for the development of a pedestrian friendly space, including a new public washroom facility, was serviced during road construction.

Council approved \$418,426 in the 2022 Capital Budget for the purpose of redeveloping this space including the pilot of a self-cleaning, accessible, automated washroom for this area. City staff issued a Request for Quotations process to select a firm that will deliver professional services to design the pocket park space to incorporate the washroom facility.

An agreement was reached between the Corporation of the City of Kenora and Brook McIlroy Inc. for the provision of professional services in the amount of \$27,480 + HST. 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 Brook McIlroy Inc. for the provision of professional services; and further

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

**Budget:** This project has been approved in the 2022 Municipality Accommodation Tax (MAT) allocation and will be 100 percent funded through the MAT.

**Risk Analysis:** There is low risk to executing this agreement as it will allow the project to proceed.

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

### Strategic Plan or Other Guiding Document:

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

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

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

**Bylaw Required:** Yes



April 1, 2022

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

**Agenda Item Title:** 2022 Water & Wastewater Systems Monthly Summary Report – February

**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 2022 Water and Wastewater Systems Monthly Summary Report for February.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the February 2022 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. Kevin Gannon, 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:**

Kevin Gannon, Director of Engineering & Infrastructure Services

**Bylaw Required:** No

**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

February 2022

Prepared by: Mike Derouard, Water and Wastewater Supervisor  
Ryan Peterson, Water Treatment Plant  
Darryl Wilson, Wastewater Treatment Plant  
Marc Prefontaine, Electrician

## **1.0 Introduction**

This report contains the major maintenance activities and operational events that occurred during the month of February 2022 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:

- February 7
- February 14
- February 22
- February 28

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Rebuilt spare chlorine vacuum regulator.
- Repaired sample drain on trim chlorine analyzer.
- Installed repair parts on chemical room pallet jack.
- Inspected lowlift check valves for leakage.
- Adjusted lift time on east clarifier vacuum pump.

### **2.4 Training**

- No training took place in February.

### **2.5 Water Quality Complaints**

- There were no customer complaints in February.

### **2.6 Other Information**

- Distribution chlorine residuals were collected on a weekly basis.
- Distribution pH alkalinity samples were collected as required by O.Reg 170 Schedule 15.1.



- Quarterly samples were collected for the Drinking Water Surveillance Program.
- ESA Inspection was conducted at WTP and booster stations.

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

#### **3.1 Maintenance**

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

- Dug and repaired main break on 6<sup>th</sup> Avenue South
- Dug and installed thaw cable on 4<sup>th</sup> Avenue South for frozen water service.
- Dug and replaced service box on Scramble Avenue.
- Seven (7) water turn offs for repair.
- One (1) water turn on for new construction.
- Flushing of hydrants for winter (to prevent water main from freeze).
- Checking and clearing ice from water bleeders.
- Water meter reads and repairs.
- One (1) private locate.
- Various locates for Ontario One Call.
- Shoveling and clearing of fire hydrants.

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

- Dug and repaired goose neck in grinder canister.
- Four (4) service calls for grinder pumps.
- Five (5) grinder pump replacements.
- Five (5) calls for sewer rodding.
- Nine (9) sewer thaws.
- Sewer lift station maintenance.
- Cleared snow at lift stations.
- Various locates for Ontario One Call.

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

	February 2021	February 2022
City	0	26
Private	0	5

#### **3.2 Training**

- No new training to report for February.

#### **3.3 Boil Water Advisory(s) – 2022**

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.

- No boil water advisories to report for February.

### **3.4 Other Information**

- No other information to report for February.

## **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 February 08, 2022 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): 170 [mg/L]
- b. Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 11.2 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 205 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 16 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on February 2, 8, 15 and 22 for E. Coli are:

- a. Geometric Means of the samples in February was 10 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 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 11.2 p.p.m., and final effluent T.S.S. was 16.0 p.p.m., both well within the C of A requirements.

### **4.3 Maintenance**

- 4.3.1 Sludge press maintenance (clean and grease) 700 building.
- 4.3.2 Changed oil in both gear boxes for the screw pumps in the 200 building.
- 4.3.3 Cleaned weirs and troughs in both clarifiers.
- 4.3.4 Lakeview Fire & Safety were here to inspect all fire extinguishers.
- 4.3.5 Cleaned UV channel and UV banks in the 300 building.
- 4.3.6 Started UV bulbs replacement on Bank A for disinfection.

4.3.7 Mechanic replaced air cylinder on the sludge dewatering press #2 in the 700 building.

#### **4.4 Training**

- No training took place in the month of February.

#### **4.5 Other Information**

4.5.1 Health and Safety inspection was conducted on February 26, 2022.

### **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**

- Maintenance, troubleshooting and repairs.
- ESA deficiencies rectified.
- Lift pump replacements.

#### **5.2 Wastewater Treatment Plant**

- Plant electrical maintenance/repairs.
- Heater repairs.
- Instrument calibrations.

#### **5.3 Water Treatment Plant**

- Plant electrical maintenance/repairs.
- High lift pump #3 investigated noisy contactors. Sourced parts as needed.

#### **5.4 Booster/Water Dispenser Stations/Waterworks**

- Maintenance/repairs on water dispensing unit at both Evergreen and Rabbit Lake.
- ESA deficiencies rectified.
- Serviced and repaired Card Readers.
- Calibrated and measured actual flow to match litres dispensed.

#### **5.5 Operations Building**

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- 347V lighting upgrade ongoing.
- Overhead door(s) in barn – troubleshot and repaired.
- Welding shop electrical upgrades to eliminate tripping hazards.
- Adjusted and reprogrammed parameters of yard security gate.

#### **5.6 Waste Transfer Facility**

- Electrical maintenance/repairs.
- ESA deficiencies rectified.

### **5.7 Facilities**

- Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries and Arts Centre.
- ESA deficiencies rectified.
- Pavilion washroom electrical upgrades and renovations are ongoing.
- Parkade entrance and overhead door repairs.

### **5.8 Parks/Cemetery**

- ESA deficiencies rectified.
- Repaired damaged tree well receptacle on Main St S and 2<sup>nd</sup> St S.

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

- Electrical maintenance/repairs.

### **6.0 Locates**

- Located and marked City underground electrical infrastructure.
- Emergency locates for sewer and water digs.
- Refreshed locate paint lines due to snow cover/plowing.

### **6.1 Grinder Pumps**

- Wiring and initial setup of new pumps/floats.
- Maintenance/repairs at some of the 300+ in use throughout the City.
- Prepped in stock grinders for installation.

### **6.2 Additional Tasks**

- Assisted Sewer and Water with thawing, steaming, flushing, DBH repairs to units and cables and located curb boxes for thawing.







## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2021

<b>Wastewater Plant Flows</b>		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.	157,559	148,065	184,634	198,772	200,170	177,564	174,863	178,758	193,921	285,637	253,260	195,195	2,348,398
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,524	6,030	6,791	9,317	7,285	7,203	7,184	9,087	9,132	17,620	9,335	7,200	101,708
Minimum Daily Influent Flow	m <sup>3</sup> /day	4,681	4,869	5,376	5,224	5,917	5,112	4,994	5,101	5,452	5,340	7,222	5,369	64,657
Average Daily Influent Flow	m <sup>3</sup> /day	5,083	5,288	5,955	6,626	6,457	5,919	5,641	5,766	6,464	9,214	8,442	6,297	77,152
<u>Effluent Flow</u>														
Total Effluent Flow	m <sup>3</sup> /mon.	156,936	146,572	181,732	191,799	190,643	173,172	176,024	185,001	202,498	294,350	264,569	204,319	2,367,615
Average Daily Flow	m <sup>3</sup> /day	5,062	5,235	5,862	6,393	6,150	5,772	5,678	5,968	6,750	9,495	8,819	6,591	77,775
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		4	4	5	4	4	5	4	4	5	4	5	4	52
Geometric Means (Bacti Samples)		11.28	11.89	10	10	10	10	10	10	18.88	14.14	10	4.64	130.83
Sludge Hauled to Landfill	m <sup>3</sup> /mon	273.6	239.4	251	285	171	205.2	250.8	239.4	193.8	182.4	182.4	239.4	2713.4
<u>Callouts</u>														
		0	1	3	2	2	2	8	5	6	7	5	5	46