



AGENDA

Regular Meeting of Council of the City of Kenora

Tuesday, December 20, 2022
12:00 p.m.

City Hall Council Chambers

Live Stream Access: <https://kenora.civicweb.net/Portal/>



1. Call to Order

2. Blessing and Land Acknowledgment – Councillor Koch

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:

- Establish the 2023 meeting calendar and amend the Procedural Bylaw
 - Adopt a new Public Notices Bylaw

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

- Inaugural Meeting of Council – November 15, 2022
- Special Council – November 16, 2022

6. Presentations/Deputations

- Citizen Recognition Award Presentation to Celynn Alcock
- Strategic Plan Work planning – Blueprint Presentation
- Jade Benoit – Summer Family Theatre 2023
- Tim Wilson, Synergy North Orientation

7. Additions to Agenda (urgent only)

- Coker Road Geotechnical Investigation and Analysis Financial Commitment

8. Appointments

- A member will be appointed to the Northwestern Health Unit Board of Management
- A member will be appointed to the Accessibility Advisory Committee

9. Reports from Committee of the Whole

9.1 Corporate Services / Finance / Human Resources

- 2023 Council Meeting Calendar & Adoption of new Procedural bylaw
- Adopt a new Public Notices Bylaw
- Conventional Transit Contract Extension
- 2023 Economic Adjustment – Professional & Managerial Pay Grid

9.2 Fire & Emergency Services

- No Reports

9.3 Engineering & Infrastructure

- No Reports

9.4 Community Services

- Application to Ontario Trillium Fund – Resilient Communities

9.5 Development Services

- Application to FedNor Investment Attraction Project
- D14-22-07 Zoning Bylaw Amendment – Ayrie – Nelson Street

10. Housekeeping Resolutions

- Council-CAO Covenant Policy #CC-1-1
- Fire Chief & CEMC Appointment
- Treasurer Appointment
- Water & Wastewater Monthly Summary – September & October 2022
- Various Agreements

11. Tenders

- None

12. By-laws

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

- Confirmatory
- Procedural bylaw
- Public Notices Bylaw
- Conventional Transit Contract Extension
- D14-22-07 Zoning Bylaw Amendment – Ayrie – Nelson St
- Council-CAO Covenant Policy #CC-1-1
- Fire Chief & CEMC Appointment
- Treasurer Appointment
- Funding Agreement – Ministry Tourism, Culture & Sport – Kenora Canada Day funding
- Funding Agreement Amendment – Minister of Infrastructure - Recreation Centre Rehabilitation Project
- NOHFC Funding Agreement Amendment – LOW Museum

13. Notices of Motion

14. Proclamations

- None

15. Announcements (non-action)

16. Adjourn to a Closed Session

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization for Council to move into a Closed Session to discuss items pertaining to the following: -

- i) Education & Training Members of Council (3 matters—CAO & Mayor updates, MP Eric Melillo briefing)
- ii) Labour Relations (1 matter—vacancies, service level)

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**.



December 15, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: David Mellor, Project Engineer
Marco Vogrig, Director of Engineering and Infrastructure**

**Re: Coker Road Geotechnical Investigation and Analysis Financial
Commitment**

Recommendation:

That Council hereby commits \$55,600 + HST to the 2023 municipal capital budget in advance of the 2023 budget approval for the Coker Road geotechnical work which is required to proceed in advance of the budget approval.

Background:

As previously reported at the December 5, 2022 Committee of the Whole Meeting the Coker Road is closed pending further investigation and analysis. Stantec Consulting Engineers have been engaged through the City's Municipal Service Agreement to drill, analyze and provide recommended solutions to address the settling of the Coker Road.

Administration is currently preparing the 2023 capital budget for review and approval by Council. The funding to support the Coker Road geotechnical investigation and analysis has been included within the 2023 capital budget yet to be approved by Council.

Geotechnical drillers are currently booking into January and Stantec has secured sub-contractors to complete the work in mid to late January, pending the execution of a service agreement. To accelerate the project schedule Staff are recommending entering into the agreement prior to the passing of the capital budget.

Budget: Scope of work is included in the 2023 budget at a cost of \$55,600 + HST.

Risk Analysis:

As per the requirements of the ERM policy, there would be a moderate schedule risk if the approval to proceed was not provided. This risk would be mitigated through prioritizing the project as critical and ensuring Staff resourcing is available to minimize future delays.

Communication Plan/Notice By-law Requirements: No resolution is required.

Strategic Plan or other Guiding Document:

2022 Strategic Plan:

Goal 1.2 – Ensure well maintained sustainably financed City infrastructure.



November 28, 2022

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

Background Information:

With the new Council taking office, it is now appropriate to update the existing Council-CAO Covenant Policy CC-1-1.

Resolution for Council:

That Council gives three readings to a bylaw to adopt a new Council-CAO Covenant Policy CC-1-1 as part of the City's Comprehensive Policy Manual to reflect the new 2022-2026 term of Council; and further

That bylaw number 96-2021 be hereby repealed.

Budget: N/A

Risk Analysis: There is no risk associated with this report and is administrative in nature.

Communication Plan/Notice By-law Requirements: bylaws

Strategic Plan or Other Guiding Document: administrative

Briefing By: Heather Pihulak, Director of Corporate Services/City Clerk

Bylaw Required: yes

Council-CAO Covenant



Section	Date	By-Law Number	Page	Of
City Council	December 20, 2022	-2022	1	5
Subsection	Repeals By-Law Number		Policy Number	
	96-2021		CC-1-1	

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

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

Council CAO Covenant

Policy Number	Page	Of
CC-1-1	2	5

Signatures:

Mayor Andrew Poirier _____

Councillor Bob Bernie _____

Councillor Graham Chaze _____

Councillor Lindsay Koch _____

Councillor Barb Manson _____

Councillor Lisa Moncrief _____

Councillor Kelsie Van Belleghem _____

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	3	5

I, the Chief Administrative Officer Will:

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

Signature:

Kyle Attanasio, CAO

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	4	5

Governance Principles:

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

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	5	5

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

Initials:

Mayor Andrew Poirier _____

Councillor Bob Bernie _____

Councillor Graham Chaze _____

Councillor Lindsay Koch _____

Councillor Barb Manson _____

Councillor Lisa Moncrief _____

Councillor Kelsie Van Belleghem _____

Kyle Attanasio, CAO _____



December 5, 2022

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

Agenda Item Title: Fire Chief & CEMC Appointment

Background Information:

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 Dave as the Fire Chief.

The current Chief, Kent Readman, will stay on in a mentoring role with the new Chief for the month of December.

Chief Pratt brings his 23 years of firefighting experience and 15 years of leadership experience to the City of Kenora. 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.

In addition, in order to ensure the development and implementation of a municipal emergency management program in accordance with the Emergency Management and Civil Protection Act, each municipality in Ontario must designate a Community Emergency Management Coordinator (CEMC). The CEMC coordinates the development, implementation and maintenance of the community's emergency management program. Ontario Regulation 380/04 made pursuant to the Emergency Management and Civil Protection Act requires that every municipality to designate an employee of the municipality or a member of the Council as its Emergency Management Program Coordinator.

The Emergency Management Program Coordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.

Resolution for Council:

That Council gives three readings to a bylaw to appoint David Pratt as the Fire Chief and the Community Emergency Management Coordinator (CEMC) for the City of Kenora; and further That bylaw number 70-2021, 38-2022 and 34-2022 be hereby repealed.

Budget: N/A

Communication Plan/Notice By-law Requirements: public notice and bylaw including press release announcing the appointment

Strategic Plan or Other Guiding Document:

Goal 3.2 - (B) Enhance emergency management, protective services and social services provided by City partners.

Briefing By: Heather Pihulak, Director of Corporate Services/City Clerk

Bylaw Required: Yes



December 17, 2022

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Treasurer Appointment

Background Information:

Charlotte Edie, Director of Finance and Treasurer will retire in early 2023. Ryan Marsh has been appointed as the incoming Director/Treasurer for the City. Ryan was appointed as Deputy Treasurer when he began his employment with the City and it is now necessary to appoint Ryan as the Treasurer.

Resolution for Council:

That Council hereby appoints Ryan Marsh to the position of Treasurer for the City of Kenora; and further

That bylaw number 114-2022 and 76-2010 be hereby repealed.

Briefing By: Heather Pihulak, Director of Corporate Services

Bylaw Required: Yes



November 1, 2022

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

Agenda Item Title: 2022 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 2022 Water and Wastewater Systems Monthly Summary Report for September.

Resolution for Council:

That Council of the City of Kenora hereby accepts the September 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. Marco Vogrig, 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:

Marco Vogrig P.Eng., Acting Director of Engineering and Infrastructure

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

September 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 September 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:

- September 6
- September 12
- September 19
- September 26

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced tube and roller assembly on polymer pump #2.
- Flushed and cleaned alum flow meter.
- Installed sample taps on east and west clearwell analyzer feed lines.
- Replaced tube and repaired roller assembly on alum pump #1.
- Drained and cleaned east clarifier. Repaired clarifier sample lines.

2.4 Training

- Two operators attended the following WCEC CEU courses:
 - Valve Operation and Maintenance
 - 2021-2023 Mandatory Course
- One operator completed three online Fleming CEU courses.

2.5 Water Quality Complaints

- There were no water quality complaints in September.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.

- Superchlorination testing and bacteriological testing was conducted for various infrastructure renewal projects.
- Load test was completed on new generator at the WTP and then put into service.
- Additional routine testing was implemented in the clarification process.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Responded to water break at Titan Construction project on 7th Avenue South.
- Repaired damaged fill pipe at Evergreen Fill Station.
- Dug and repaired service line on 6th Street South.
- Dug and repaired water service on Donbrock Drive.
- Worked with contractors on construction project.
- Repaired various leaks on Coney Island.
- Five (5) water turn off/on for repairs.
- Eleven (11) water turn offs for season.
- Water main flushing.
- Replaced various main valve lids.
- Water meter reads and repairs.
- Landscaping various digs.
- Various locates for Ontario One Call.
- Assisted the Water Treatment Plant with cleaning the clarifier.

3.1.2. Wastewater Collection

- Repaired lift station on Coney Island by the concession stand.
- Replaced pump rails at Dufresne Station.
- Repaired check ball assembly at Keewatin Beach station.
- Dug and repaired sewer service on 3rd Street North.
- Dug and repaired sewer service on 2nd Street South.
- Eight (8) calls for sewer rodding.
- One (1) camera inspection.
- Seven (7) calls for grinder pumps.
- Sewer lift station checks and cleaning.
- Flushing of sewer mains.
- Assisted Roads Department with culvert and storm sewer cleaning.
- Landscaping of sewer digs.
- Various locates for Ontario One Call.

3.1.3. Water Thaws:

	September 2021	September 2022
City	0	0
Private	0	0

3.2 Training

- Walkerton training (Valve Operation and Maintenance)
- Mandatory Course

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.

- There was one (1) precautionary boil water advisory issued in September:
 - 7th Avenue South

3.4 Other Information

- No other information to report for September.

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 20, 2022 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:
- a. Raw Sewage – Total BOD₅ (biological oxygen demand): 113 [mg/L]
 - b. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 3.3 [mg/L] – limit is 25 [mg/L].
 - c. Raw Sewage – Total Suspended Solids: 407 [mg/L].
 - d. Final Treated Effluent – Total Suspended Solids: 9.2 [mg/L] – limit is 25 [mg/L].
- 4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on September 6, 13, 20 and 27 for E. Coli are:
- a. Geometric Means of the samples in August was 2.11 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 2.11 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 3.3 p.p.m., and final effluent T.S.S. was 9.2 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 supply and return air fans in the 700 building.
- 4.3.3 Cleaned two blower intake filters for the aerobic digester.
- 4.3.4 Cleaned four blower intake filters for the aeration tank.
- 4.3.5 UV maintenance bank A grease, limeaway and replaced bad bulbs.
- 4.3.6 Greased barscreen grit cleaning mechanism and organic return.
- 4.3.7 Electrician repaired broken wires at several terminals in the 100 building MCC panel.
- 4.3.8 Cummins serviced and load tested both generators.

4.4 Training

- No training took place in September.

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on September 30, 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.
- Instrument calibrations.
- Installed new ceiling fans and controls.
- Troubleshooting and repairs on heaters.

5.3 Water Treatment Plant

- Plant electrical maintenance/repairs.

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.

5.5 Operations Building

- Electrical maintenance and repairs.

- ESA deficiencies rectified.

5.6 Waste Transfer Facility

- Electrical maintenance/repairs.
- ESA deficiencies rectified.
- Electrical support for new weight scale install.
- Decommissioned old kiosk for replacement.

5.7 Facilities

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

5.8 Firehall(s)

- ESA deficiencies rectified.
- Programmed and tested Nedderman Exhaust System at Fire Station #1.

5.9 Parks/Cemetery

- ESA deficiencies rectified.
- Roundabout receptacle for Christmas decorations.

6.0 Traffic Signals/Streetlights

- Electrical maintenance, troubleshooting, repairs and monitoring.
- Replaced photoeye on streetlight cabinet.
- Repair damage to pedestrian signal head due to large vehicle hit.

6.1 Locates

- Located and marked City underground electrical infrastructure.
- Emergency locates for sewer and water digs.

6.2 Grinder Pumps

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

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2022**

Water Plant Flows		Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m ³ /month		201275	190411	217655	209497	211637	208423	216425	213034	225113				1893470
Maximum Daily Influent Flow	m ³ /day		7223	8298	8389	8145	7826	8038	7971	8288	10070				74248
Minimum Daily Influent Flow	m ³ /day		5613	5616	5766	6137	5432	5942	5824	5835	5993				52158
Average Daily Influent Flow	m ³ /day		6493	6800	7021	6987	6827	6947	6981	6872	7504				62432
Maximum Daily Instantaneous Influent Flow	m ³ /day		18951	19026	22406	21519	20666	23158	24508	24566	29886				
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /month		181075	171462	195868	189460	190877	185537	202741	202325	215061				1734406
Maximum Daily Effluent Flow	m ³ /day		6476	7643	7440	1692	7128	7175	7308	7283	9061				61206
Minimum Daily Effluent Flow	m ³ /day		51636	4841	5114	5562	5055	5411	5697	5718	6013				95047
Average Daily Effluent Flow	m ³ /day		5841	6124	6318	6315	6157	6185	6540	6527	7169				57176
Plant Meter Reading	m ³ /month		3211	3280	3981	5239	5561	5539	6124	5766	5624				
Compensated Total Effluent Flow	m ³ /month		177864	168182	191887	184221	185316	179998	196617	196559	209437				1690081
<u>Samples</u>															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken			5	4	4	4	5	4	4	5	4				39
Number of Treated Samples Taken			5	4	4	4	5	4	4	5	4				39
Number of Distribution Samples Taken			30	24	24	24	30	24	24	30	24				234
<u>Boil Water Advisory Bacteriological</u>															
Number Taken			0	0	8	0	16	6	2	19	15				66
Adverse Water Quality Incidents			0	0	0	0	0	0	0	0	1				1
WTP Callouts			1	2	3	3	10	6	14	9	5				53
Water Thaws	City		0	26	44	0	0	0	0	0	0				70
	Private		0	5	7	0	0	0	0	0	0				12
	Total		0	31	51	0	0	0	0	0	0				82

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2021

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	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 ³ /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 ³ /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 ³ /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 ³ /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 ³ /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 ³ /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



December 1, 2022

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

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

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 October.

Resolution for Council:

That Council of the City of Kenora hereby accepts the October 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. Marco Vogrig, 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:

Marco Vogrig P.Eng., Acting Director of Engineering and Infrastructure

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

October 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 October 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 for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- Oct 3rd
- Oct 11th
- Oct 17th
- Oct 24th
- Oct 31st

All samples tested were within the allowable parameters.

2.3 Maintenance

- Drained and cleaned lowlift wetwell.
- Drained filters and collected media samples for analysis.
- Installed rebuilt regulator on north chlorine tonner.
- Removed unused water return line from discharge header to clearwell.
- Installed new chlorine residual analyzer at Zone 4 booster station.

2.4 Training

- Three operators attended the following WCEC CEU courses:
 - Watermain Repair Logistics
 - New Watermain Commissioning
- One operator completed three online Fleming CEU courses.

2.5 Water Quality Complaints

- There was one water quality complaint in October. A resident complained of colored water and sediment in toilet tanks. A chlorine residual was taken with a result of 0.41 mg/L, which is lower than expected in this area. Investigation found that the residence was receiving water from a main which was temporarily dead-ended due to construction in the area. A bleeder was put in place at the residence to increase water flow, and was left running until the main was opened again after construction. Follow up sampling confirmed the bleeder was effective.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Superchlorination testing and bacteriological testing was conducted for various infrastructure renewal projects.
- Collected samples for DWSP monitoring program.
- Automation Now on site for programming upgrades.
- AK Contracting on site for backflow preventer testing.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug and repaired copper water service on Donbrock Drive.
- Fixed copper service at the end of Machine Drive.
- Shut down ballfield summer services.
- Shut down and winterized Anishanabi summer service.
- Shut down Coney Island summer service.
- Shut down Mikado summer service.
- Winterizing of fire hydrants.
- One (1) locate on private property.
- Seven (7) water off/on for repairs.
- Sixteen (16) water turn offs for the season.
- Assisted parks with vac truck.
- Landscaping various digs.
- Shut off 6 inch water main going to Tunnel Island due to a leak on the lake line.
- Steamed (3) three fire hydrants.
- Water meter reads and repairs.
- Various locates for Ontario one call.
- Worked with contractors on construction project.
- Assisted roads with vac truck for electrical post downtown.

3.1.2. Wastewater Collection

- Dug sewer service on 3rd Street South for sewer reline.
- Dug and repaired sewer service on 3rd Street South.
- Repaired Coney Island concession station.

- Dug and repaired storm sewer on Melick Ave.
- Dug and replaced sewer main on the back lane of 5th Street North.
- Dug and repaired sewer service on 8th Ave South.
- Nine (9) calls for sewer rodding.
- Four (4) calls for grinder pumps.
- Three (3) calls for sewer smell.
- Sewer lift station checks and cleaning.
- Flushing of sewer mains.
- Landscaping of sewer digs.
- Various locates for Ontario one call.

3.1.3. Water Thaws:

	October 2021	October 2022
City	0	0
Private	0	0

3.2 Training

- Water main Logistics (Walkerton Training)
- New Water Main Commissioning (Walkerton Training)

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.

- There are no Precautionary boil waters to report for October

3.4 Other Information

- No other information to report for October.

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 October 18, 2022 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:
- a. Raw Sewage – Total BOD₅ (biological oxygen demand): 125 [mg/L]

- b. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 5.1 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 205 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 5.5 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on October 4, 12, 18, 25, and 31 for E. Coli are:

- a. Geometric Means of the samples in October was 1.00 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 1.00 organisms/100 mL, which is within the COA's limit of 200 organisms/100 mL. Plant final effluent CBOD was 5.1 p.p.m., and final effluent T.S.S. was 5.5 p.p.m., both well within the C of A requirements.

4.3 Maintenance

- 4.3.1 Sludge press maintenance (clean and grease) 700building.
- 4.3.2 Mechanic replaced battery for the screw pump generator.
- 4.3.3 Replaced both sets of belts for the sludge dewatering presses.
- 4.3.4 Petro Canada filled both generator tanks with fuel.
- 4.3.5 UV maintenance bank B cleaned, greased and limeaway.
- 4.3.6 Replaced drive belt on the lower conveyor in the 700 building.
- 4.3.7 Cleaned both contact zone D.O. sensors.
- 4.3.8 Riverview Industries replaced the South screw pump bottom bearing.

4.4 Training

- No training took place in October

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on October 31, 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.
- Instrument calibrations.
- Screw Pump troubleshoot/repair.

5.3 Water Treatment Plant

- Plant electrical maintenance/repairs.

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.
- Programmed New Card Readers.
- Installed new 200A Service/Meter/Electrical Panel for Heat Trace Feed.

5.5 Operations Building

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- Repaired Exterior Light Circuit

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.
- Repaired interior light fixtures in Keewatin Medical Centre.

5.8 Firehall(s)

- ESA deficiencies rectified.
- Installed new 20A receptacle for EMS Truck Charger in Firehall #2.

5.9 Parks/Cemetery

- ESA deficiencies rectified.
- McLeod Park renovation electrical support ongoing.
- Tree well plugs along Main Street and 2nd Street South – Post and plug repair/replacement.
- Installed electrical support on new Coney Island Bridge.
- Harbourfront - Repaired light bollards and receptacle damaged due to vandalism.

6.0 Traffic Signals/Streetlights

- Electrical maintenance, troubleshooting, repairs and monitoring.

6.1 Locates

- Located and marked City underground electrical infrastructure.
- Emergency locates for sewer and water digs.

6.2 Grinder Pumps

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

Schedule "A"

Water Systems Flow and Operating Data Monthly Summary Report - 2022

Water Plant Flows		Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m ³ /month		201275	190411	217655	209497	211637	208423	216425	213034	225113	222727			2116197
Maximum Daily Influent Flow	m ³ /day		7223	8298	8389	8145	7826	8038	7971	8288	10070	9080			83328
Minimum Daily Influent Flow	m ³ /day		5613	5616	5766	6137	5432	5942	5824	5835	5993	5634			57792
Average Daily Influent Flow	m ³ /day		6493	6800	7021	6987	6827	6947	6981	6872	7504	7185			69617
Maximum Daily Instantaneous Influent Flow	m ³ /day		18951	19026	22406	21519	20666	23158	24508	24566	29886	20344			225030
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /month		181075	171462	195868	189460	190877	185537	202741	202325	215061	213094			1947500
Maximum Daily Effluent Flow	m ³ /day		6476	7643	7440	1692	7128	7175	7308	7283	9061	8591			69797
Minimum Daily Effluent Flow	m ³ /day		51636	4841	5114	5562	5055	5411	5697	5718	6013	5183			100230
Average Daily Effluent Flow	m ³ /day		5841	6124	6318	6315	6157	6185	6540	6527	7169	6874			64050
Plant Meter Reading	m ³ /month		3211	3280	3981	5239	5561	5539	6124	5766	5624	5516			
Compensated Total Effluent Flow	m ³ /month		177864	168182	191887	184221	185316	179998	196617	196559	209437	207578			1897659
<u>Samples</u>															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken			5	4	4	4	5	4	4	5	4	5			44
Number of Treated Samples Taken			5	4	4	4	5	4	4	5	4	5			44
Number of Distribution Samples Taken			30	24	24	24	30	24	24	30	24	30			264
<u>Boil Water Advisory Bacteriological</u>															
Number Taken			0	0	8	0	16	6	2	19	15	2			68
Adverse Water Quality Incidents			0	0	0	0	0	0	0	0	1	0			1
WTP Callouts			1	2	3	3	10	6	14	9	5	6			59
Water Thaws	City		0	26	44	0	0	0	0	0	0	0			70
	Private		0	5	7	0	0	0	0	0	0	0			12
	Total		0	31	51	0	0	0	0	0	0	0			82

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2021

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	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 ³ /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
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<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /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
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<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 ³ /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



December 1, 2022

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Ratifying Numerous Agreements

Background Information:

In accordance with the City's Procurement Policy, various agreements pertaining to matters that have been discussed by Council in previous meetings, or for items that have been procured in accordance with the Procurement Policy authorities through approved annual budgets, the Mayor and Clerk have executed the following agreements on behalf of the Corporation. These are now ready for bylaw.

This report will appear monthly before Council to outline the agreements that are executed on behalf of the Corporation and each agreement is available in the Clerk's office should a member of Council wish to review.

These agreements include:

Contribution Agreements

- Funding Agreement – Ministry Tourism, Culture & Sport – Kenora Canada Day funding - \$14,082
- Funding Agreement Amendment – Minister of Infrastructure - Recreation Centre Rehabilitation Project - \$4,999,999,99
- NOHFC Funding Agreement Amendment – LOW Museum – date changes

Resolution for Council:

That the Mayor and Clerk be hereby authorized to execute the following agreements on behalf of the Corporation of the City of Kenora:

- Funding Agreement – Ministry Tourism, Culture & Sport – Kenora Canada Day funding
- Funding Agreement Amendment – Minister of Infrastructure - Recreation Centre Rehabilitation Project
- NOHFC Funding Agreement Amendment – LOW Museum – date changes

That three readings be given to bylaws for this purpose.

Budget: in accordance with each project

Risk Analysis: These items have been procured or agreed to in accordance with the policy. The adoption of the bylaws for these agreements are the administrative portion of the procurement process and must be finalized.

Communication Plan/Notice By-law Requirements: bylaws

Briefing By: Heather Pihulak, Director of Corporate Services/City Clerk

Bylaw Required: Yes