

AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, January 18, 2022
12:00 p.m.**

Virtual Attendance

*Due to COVID-19 pandemic, the public may access the virtual meeting on the Livestream at:
<https://video.isilive.ca/kenora/>

1. Call to Order

2. Blessing and Land Acknowledgment – Councillor Chaze

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 Tariff of Fees and Charges bylaw to reflect increases in tipping fees in the Environmental Services Division, Schedule D
- Acquire lands legally described as PIN 42164-0117 PT LANE PL 3 BTN PARK ST & FIRST ST S, BLK 4 AS CLOSED BY GR816; PT LT 39-40, 49-50 BLK 4 PL 3 AS IN RP7494; Kenora from the Keewatin Patricia District School Board (KPDSB)

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 – December 21, 2021

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Administration & Finance

- November 2021 Financial Statements
- Civil Marriage Ceremony Officiant Appointment

9.2 Fire & Emergency Services

- Fire & Emergency Services Q4 Report

9.3 Operations & Infrastructure

- 2021 Project Carry Forward – Solid Waste
- 2021 Capital Project Carry Forward – Water & Wastewater (vehicle)
- 2021 Capital Project Carry Forward – Water & Wastewater (signs)
- Environmental Services Fee Increases

9.4 Community Services

- None

9.5 Development Services

- Acquisition of Land from the Keewatin Patricia District School Board

10. Housekeeping Resolutions

- NOHFC Phase II Funding Applications
- FCM Funding Agreement – Asset Management
- FedNor Funding Amending Agreement – Strategic Planning
- Various Committee Minutes
- November 2021 Water & Wastewater Report

11. Tenders

- None

12. By-laws

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

- Confirmatory
- Civil Marriage Ceremony Agreement – Barbara Crowley
- Tariff of Fees & Charges - Environmental Services Fee Increases
- Acquisition of Land from the Keewatin Patricia District School Board
- FCM Funding Agreement – Asset Management
- FedNor Funding Amending Agreement – Strategic Planning

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 – Development Services update, CAO & Mayor updates)
- ii) Labour Relations (1 matter-new position)

17. Adjourn Meeting

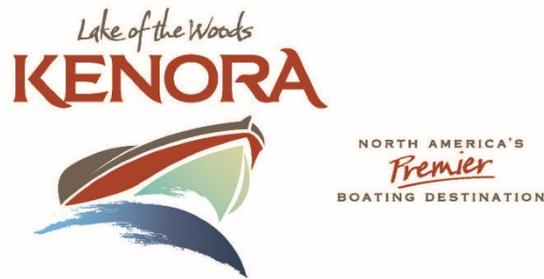
Information on Voting by Mayor & Council under The Municipal Act, 2001

243. Except as otherwise provided, **every member** of a council shall have **one** vote;

245. Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;

246. (1) If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;

(2) A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote**.



Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



January 18, 2022

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: NOHFC Applications

- Kenora Parks Repairs and Improvement project
- Norman Park Playground and interpretive area upgrade and improvement
- Museum Retrofit project

Background Information:

Council authorized administration to submit applications for funding to the Northern Ontario Heritage Fund Corporation (NOHFC) under its Rural Enhancement Funding Stream for three projects identified within the City's capital plan at its December 21, 2021 meeting. Through that resolution, Council also approved any cost overruns associated with these projects.

Staff received confirmation from NOHFC that the three projects noted above have gone to Phase 2 of the application process. As such, NOHFC has requested resolutions for the projects noting the request amount from NOHFC and the City's contribution on a project by project basis. Also, that the City be responsible for any ineligible costs or cost overruns associated with each project.

The project details are as follows:

City of Kenora Parks repairs and improvement project:

City contribution \$166,666.67

NOHFC requested contribution \$500,000

Norman Park Playground and interpretive area upgrade and improvement project:

City contribution \$100,000

NOHFC requested contribution \$450,000

Museum Retrofit project:

City contribution \$150,000

NOHFC requested contribution \$400,000

Resolution for Council:

That Council hereby authorizes the City of Kenora's total contribution in the amount of \$416,666.67 for the Parks repairs and improvement project (\$166,666.67), Norman Park Playground and interpretive area upgrade/improvement project (\$100,000) and Museum Retrofit projects (\$150,000); and further

That three applications to the Northern Ontario Heritage Fund Corporation (NOHFC) under its Rural Enhancement Funding Stream have been completed with the requested contributions Parks repairs and improvement project (\$500,000), Norman Park Playground and interpretive area upgrade/improvement project (\$450,000) and Museum Retrofit projects (\$400,000); for a combined amount of \$1,350,000; and further

That the City be responsible for any cost overruns or any costs deemed ineligible for these projects.

Briefing By: Stace Gander, Director of Community Services

Bylaw Required: No



January 14, 2022

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: FCM Municipal Asset Management Program Agreement

Background Information:

The Government of Canada and FCM have established the Municipal Asset Management Program and the Government of Canada has funded the Municipal Asset Management Program, which is being administered by FCM. FCM has agreed to provide the City with a grant for the development of an asset management plan and implement CityWide Maintenance Manager software. The Asset Management plan development and implementation of software will allow the City to gain an advanced understanding of assets performance and effectively plan for future maintenance based on data driven decisions. It will be critical in complying with provincial regulations and enhancing overall understanding of the Asset Management program. Further, the City will implement software, which will be a critical piece in continuing to advance asset data and have more involvement from staff across the organization in asset planning.

The agreement was reached between the City of Kenora and the Federation of Canadian Municipalities for the provision of a Municipal Asset Management Program in the amount of \$62,500. 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 the Federation of Canadian Municipalities for the provision of a Municipal Asset Management Program; and further

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

Budget: This project was included in the 2021 budget for \$50,000, \$32,500 from FCM. It will need to be carried forward to 2022 through a budget amendment to complete this project in 2022.

Risk Analysis: There is a medium risk associated with not executing this agreement as it is tied to funding that has been included in the project cost for the project.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document: administrative only

Briefing By: Heather Pihulak, Director of Corporate Services
Charlotte Edie, Director of Finance

Bylaw Required: Yes



January 14, 2022

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

Agenda Item Title: FedNor Strategic Plan Funding Amendment

Background Information:

An agreement was reached between the Corporation of the City of Kenora and FedNor for the provision of a Strategic Planning Process in February 2021. The team has experienced delays in engagement and consultation due to COVID and other factors and therefore have requested an extension of project completion from FedNor. This request has been granted and the deadline of August 31, 2021 was extended to January 31, 2022 through a previous amending agreement.

While the majority of the work has been completed and the plan nearing completion, further delays have been experienced in the final preparation. The work is now to be completed on or before April 30, 2022 as the completion date.

The amending agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to execute an amending agreement between the Corporation of the City of Kenora and FedNor for the provision of the strategic planning process; and further

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

Budget: there is no budget impact to this report

Risk Analysis: there is a high risk of not extending this deadline as the project would not meet the deadline reporting requirements of the funding.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document: administrative only

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

Bylaw Required: Yes

January 4, 2022



Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

This static monthly report is for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

The Minutes being received are typically from local Boards or Corporations for information only (and cannot be 'approved' by Council).

The various Minutes will appear under separate cover as an attachment on SharePoint to this report.

Resolution for Council:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- December 8 – Heritage Kenora

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

- October 27 & November 25, 2021 – District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



January 4, 2022

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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

Background Information:

The Water and Wastewater Division will be providing Council with Water and Wastewater Systems Summary Reports, on a monthly basis.

The purpose of the Report is to provide Council with an understanding on how the City's water and wastewater systems operate and are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

Due to the diversity of the City's electrician's work, a summary of their work is now included in an additional section, 5.0 Electrical Work, beginning in April 2021.

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

Resolution for Council:

That Council of the City of Kenora hereby accepts the November 2021 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Budget: N/A

Risk Analysis:

The risk level is low to moderate. The monthly reporting is standard practice for transparency purposes, and an opportunity to further Council's understanding of the Division's monthly budgeting. No mitigating strategies are required.

Communication Plan /Notice By-law Requirements: 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

November 2021

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 November 2021 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems operate and are maintained on a monthly basis.

2.0 Water Treatment Plant

2.1 Monthly Flow and Operating Data – See Schedule “A”

2.2 Weekly Bacteriological Samples

1 Raw, 1 Treated and 6 Distribution

Sampling was conducted on the following dates:

- November 1
- November 8
- November 15
- November 22
- November 29

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced SD card reader on clearwell effluent chlorine analyzer.
- Replaced vial in effluent turbidimeter.
- Replaced solenoid valve on post chlorine water feed line.
- Replaced backflow preventers on alum and polyelectrolyte water feed lines.
- Cleaned north alum tank.
- Rebuild spare chlorine vacuum regulator.

2.4 Training

- Operators completed various online CEU courses from Fleming College and Walkerton Clean Water Center.

2.5 Water Quality Complaints

- There were no customer complaints in November.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Microcystin samples were collected weekly for the first two weeks of the month due to extended algae season.
- Lake of the Woods Electric on-site for generator replacement project.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug and repaired copper service on 16th Avenue North.
- Dug and repaired copper service at intersection of Kay Street and Parsons Street.
- Dug and repaired copper service on Hillside Crescent.
- Had divers in to turn off valve in lake for Anicinabe Park.
- Repaired curb stop at Harbourfront dock.
- Hydrant maintenance.
- One (1) home owner locate.
- Seven (7) water turn offs for repair.
- Ten (10) water turn offs for the season.
- Flushing of hydrants for winter (to prevent main from freezing).
- Turned on water bleeders on main lines.
- Water meter reads and repairs.
- Various locates for Ontario One Call.

3.1.2. Wastewater Collection

- Dug and fixed grinder canister on Rabbit Lake Road.
- One (1) camera inspection.
- Four (4) service calls for grinder pumps.
- One (1) new grinder pump install.
- Ten (10) house calls for sewer rodding.
- Assisted divers with Tunnel Island force main.
- Cleaned various stations.
- Sewer main flushing.
- Sewer lift station maintenance.
- Various locates for Ontario One Call.

3.1.3. Water Thaws:

	November 2020	November 2021
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City	0	0
Private	0	0

3.2 Training

- No training took place in November.

3.3 Boil Water Advisory(s) – 2021

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

- No boil water advisories to report for November.

3.4 Other Information

- No other information to report for November.

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 November 16, 2021 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- Raw Sewage – Total BOD₅ (biological oxygen demand): 71 [mg/L]
- Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 6.2 [mg/L] – limit is 25 [mg/L].
- Raw Sewage – Total Suspended Solids: 87.6 [mg/L].
- Final Treated Effluent – Total Suspended Solids: 14.6 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on November 3, 9, 16, 23 and 30 for E. Coli are:

- Geometric Means of the samples in November was 10 organisms/100mL.
- 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 6.2 p.p.m., and final effluent T.S.S. was 14.6 p.p.m., both well within the C of A requirements.

4.3 Maintenance

- 4.3.1 Sludge press maintenance (clean and grease) 700 building.
- 4.3.2 Electrician replaced light fixer in the 100 building.
- 4.3.3 Mechanic repaired wiring harness for the lights on truck #204.
- 4.3.4 Unplugged north V-notch for the aeration basin.
- 4.3.5 Electrician replaced battery for security alarm in the 500 building.

4.4 Training

- No training took place in the month of September

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on November 19, 2021.

5.0 Electrical Work

The Water /Wastewater Division employs two on staff electricians. Due to the number of sewage pumping stations and grinder pumps that we operate, there are a significant number of electrical repairs and ongoing maintenance that require attention on a daily and weekly basis. In addition, we also provide the services of our electricians to all other municipal services as time permits. This information is provided to Council to understand how the Electricians provide a valuable service to all departments

5.1 Wastewater Pumping Stations

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

5.2 Wastewater Treatment Plant

- Plant electrical maintenance/repairs.
- Heater repairs/replacements.
- Troubleshooting, setup and loop tuning for Dissolved Oxygen Sensors.

5.3 Booster/Water Dispenser Stations/Waterworks

- Maintenance and repairs on Water Dispensing Units at Evergreen and Rabbit Lake
- ESA deficiencies rectified.

5.4 Operations Building

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- 347V office lights dimmer – investigation and prep work.

5.5 Waste Transfer Facility

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- Troubleshooting building and wall flood lights. Repaired and replaced.

5.6 Facilities

- Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries and Arts Centre.
- ESA deficiencies rectified.
- Replaced and repaired heaters and lights at Fire Hall #1.
- Troubleshooting Women's Washroom fan/lights at City Hall. Traced back to a short in receptacle on the same electrical circuit.

5.7 Parks and Cemetery

- ESA deficiencies rectified.
- Repaired and replaced walking lights on Coney Island footbridge.

5.8 Traffic Signals and Streetlights

- Electrical maintenance and repairs.
- Planning and coordination for installation of Accessible Crosswalk.

5.9 Locates

- Located and marked City underground electrical infrastructure.

6.0 Grinder Pumps

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

Schedule "A"

Water Systems Flow and Operating Data Monthly Summary Report - 2021

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	198250	190901	213429	191228	204878	208322	232933	223516	208388	223390	215243			2310478
Maximum Daily Influent Flow	m ³ /day	7655	7519	8032	7266	7829	8935	10031	8380	7794	8112	8767			90320
Minimum Daily Influent Flow	m ³ /day	4988	6038	6044	5612	5664	5685	5800	6009	5751	6348	5807			63746
Average Daily Influent Flow	m ³ /day	6365	6818	6885	6374	6609	6944	7514	7210	6946	7206	7175			76046
Maximum Daily Instantaneous Influent Flow	m ³ /day	16920	21216	16800	17229	17329	17203	22731	17092	16726	16672	21772			201690
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /month	181380	175252	194987	173789	185878	190345	210902	203859	188788	196564	186824			2088568
Maximum Daily Effluent Flow	m ³ /day	6874	7044	7302	6693	7269	8246	9547	7657	7117	7477	7338			82564
Minimum Daily Effluent Flow	m ³ /day	4710	5452	5434	5126	5125	5088	4956	5549	5342	5806	4678			57266
Average Daily Effluent Flow	m ³ /day	5851	6259	6290	5793	5996	6345	6803	6576	6293	6341	6227			68774
Plant Meter Reading	m ³ /month	3438	3197	3410	3118	3472	3434	3656	3511	3426	3821	3185			
Compensated Total Effluent Flow	m ³ /month	177942	172055	191577	170671	182406	186911	207246	300348	185362	192743	183639			2150900
Samples															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken		4	4	5	4	5	4	4	5	4	4	5			48
Number of Treated Samples Taken		4	4	5	4	5	4	4	5	4	4	5			48
Number of Distribution Samples Taken		24	24	30	24	30	24	24	30	24	24	30			288
<u>Boil Water Advisory Bacteriological</u>															
Number Taken		2	0	0	0	12	10	12	12	4	0	0			52
Adverse Water Quality Incidents		0	0	0	1	0	1	0	0	1	0	0			3
WTP Callouts		7	4	3	9	13	9	6	14	13	20	6			104
Water Thaws	City	0	20	3	0	0	0	0	0	0	0	0			23
	Private	0	15	3	0	0	0	0	0	0	0	0			18
	Total	0	35	6	0	0	0	0	0	0	0	0			41

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2020

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	182,766	167,004	196,433	236,210	222,161	321,521	206,069	182,466	172,130	151,816	148,015	154,294	2340885
Maximum Daily Influent Flow	m ³ /day	6,213	6,070	8,086	10,169	8,174	28,778	8,379	7,162	7,420	5,453	5,274	5,335	106513
Minimum Daily Influent Flow	m ³ /day	5,563	5,441	5,531	6,736	6,299	5,935	5,845	5,288	4,802	4,543	4,693	4,630	65306
Average Daily Influent Flow	m ³ /day	5,896	5,759	6,337	7,874	7,166	10,717	6,647	5,886	5,738	4,897	4,934	4,977	76828
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	169,696	151,757	174,390	205,527	190,124	282,420	206,069	182,466	172,130	151,816	144,324	147,399	2178118
Average Daily Flow	m ³ /day	5,474	5,233	5,625	6,851	6,133	9,414	6,647	5,886	5,738	4,897	4,811	4,755	71464
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														0
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		5	4	5	4	4	5	4	4	5	4	4	5	53
Geometric Means (Bacti Samples)		26.67	16.81	3.68	4.33	7.2	40.76	9.67	6.45	6.39	6.58	6.56	10.2	145.3
Sludge Hauled to Landfill	m ³ /mon	319.2	273.6	262.2	285	353.4	319	102.6	296	205	148.2	273.6	285	3122.8
<u>Callouts</u>														
		9	0	0	0	0	2	3	3	4	5	0	2	28