

AGENDA

Regular Meeting of Council of the City of Kenora

Tuesday, March 22, 2022
12:00 p.m.

City Hall Council Chambers (Council Only)

Citizens and our Media Partners are encouraged to view the public meeting via the Public Live Stream Event at:

<https://kenora.civicweb.net/Portal/>

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 its March 22, 2022 meeting: -

- Budget amendments for 2021 carry forward projects that were not complete in 2021:
 - \$227,771 to be funded through the Investing in Canada Infrastructure Program – Resilience Infrastructure Stream for the purchase and installation of a dehumidifier in the Thistle Arena at the Kenora Recreation Centre;
 - \$22,432 to be funded through the Municipal Asset Management Program (MAMP) and the Contingency Reserve for the Asset Management Plan update with \$17,946 coming from the MAMP and \$4,486 from the Contingency Reserve;
 - \$23,772 which \$7,001.79 is to be funded through police commission reserves and \$16,770.21 plus HST funded through contingency reserves for a strategic planning process for the Kenora Police Services Board;
 - \$10,000 to be added to the total project costs as part of the Chipman Lot Redevelopment carry forward that is funded through a contribution from BIZ;
 - \$15,417 for the completion of the Sustainability Action Plan to be funded from land planning reserve;
 - \$30,244 of which \$27,220 is to be funded through FedNor and the balance of \$3,024 to be funded through Contingency reserves for the completion of the Strategic Plan;
 - \$57,625 for the completion of the Parks & Recreation Master Plan to be funded through Contingency Reserves;
 - \$52,310 for the Tourism Branding and Marketing project to be funded through the Brand Leadership Team Reserve and the MAT fund;
 - \$30,350 for downtown reforestation project through net tax levy;
 - \$5,399 to be funded through the Land Planning Reserve for the Official Plan/Zoning By-law Review
- Council will pass the 2022 water & wastewater operating & 5 year capital plan budgets
- Council will pass the 2022 solid waste operating & 5 year capital plan budgets
- Council will amend their 2022 meeting calendar to reflect a change to the April Committee of the Whole meeting date

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 – February 15, 2022
- Special Council – February 28, 2022
- Special Council Minutes (KMNPBH) - December 5, 2019

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

- Kenora Moving Forward – approval of zoning amendment to permit residential development

7. Additions to Agenda (urgent only)

8. Appointments

- A member will be appointed to the Muse Board
- A member will be appointed to the Planning Advisory Committee

9. Reports from Committee of the Whole

9.1 Administration & Finance

- January 2022 Financial Statements
- 2021 Q4 Capital & Unusual Spend
- 2022 Water & Wastewater Budgets
- 2022 Solid Waste Budgets
- Budget Amendments-2021 Project Carry Forwards
- Taxi Bylaw
- April Committee of the Whole Meeting Date
- 2018-2022 Term of Council Boards & Committees Review

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- No Reports

9.4 Community Services

- Application for Funding – Inclusive Community Grants Program
- Application to Trans Canada Trail
- Hoopla Island Memorandum of Understanding
- Repeal License of Occupation Agreement
- Funding Application to NOHFC – Canada Day Activities

9.5 Development Services

- Funding Application – Active Transportation Fund
- Zoning Bylaw Amendment-D14-22-02-1415 & 1435 Valley Drive

10. Housekeeping Resolutions

- Bylaw Officer Appointment
- 2021 Council Remuneration
- Health & Safety Policy Statements
- KGS Contract - McLeod Park
- NOHFC Funding Agreement – Rec Centre projects
- NORDS Funding Agreement - Railway Street road project
- Services Contract with PSD – E-Permitting
- RED Funding Agreement – Harbourtown Centre Revitalization Streetscaping
- Various Committee Minutes
- Water & Sewer Write offs
- Water & Wastewater Monthly Summary – January 2022

11. Tenders

- None

12. By-laws

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

- Confirmatory
- 2022 Water & Wastewater Budgets
- 2022 Solid Waste Budgets
- Budget Amendments-2021 Project Carry Forwards
- Taxi Bylaw
- Hoopla Island Memorandum of Understanding
- Repeal License of Occupation Agreement
- Zoning Bylaw Amendment-D14-22-02-1415 & 1435 Valley Drive
- Bylaw Officer Appointment
- KGS Contract - McLeod Park
- NOHFC Funding Agreement – Rec Centre projects
- NORDS Funding Agreement - Railway Street road project
- Services Contract with PSD – E-Permitting
- RED Funding Agreement – Harbourtown Centre Revitalization Streetscaping

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, Development Services updates & Tourism Brand presentation)
 - ii) Disposition of Land (1 matter-potential sale of municipal land)
- iii) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (1 matter-OPP policing costs)
 - iv) Labour Relations (1 matter-CAO Performance Review)

17. Adjourn Meeting

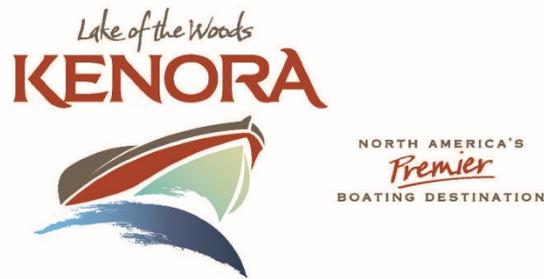
Information on Voting by Mayor & Council under The Municipal Act, 2001

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



March 8, 2022

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

Agenda Item Title: Appointment of Bylaw Enforcement Officer

Background Information:

Following the retirement of one of the City's full-time by-law enforcement officers, a new officer has now been recruited to fill the vacant position.

Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw. This report is to appoint the new officer hired, Andrew Barclay, who starts with the City on March 21, 2022.

Andrew has education and experience in law enforcement which makes him an excellent addition to the bylaw enforcement team.

Resolution for Council:

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

That this appointment shall take effect and come into force upon third and final reading thereof; and further

That By-law Number 140-2017 & 118-2005 be hereby repealed.

Budget: included in the 2022 operating budget

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

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: administrative only

Briefing By: Heather Lajeunesse, Enforcement Services Manager

Bylaw Required: Yes



March 9, 2022

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Council Remuneration

Background Information:

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statements of remuneration are included for the following: City of Kenora Council, City of Kenora Police Board, and the Kenora District Services Board. The Northwestern Health Unit information was not available.

Budget: There is no expected budget impact as a result of this report.

Communication Plan/Notice By-law Requirements:

The Municipal Act, 2001, requires that this information be presented to Council.

Resolution for Council:

That Council receive the reports prepared by Charlotte Edie, Director of Finance/Treasurer dated March 9, 2022 as required under Section 284 of The Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #48-2013.

Briefing By: Charlotte Edie, Director of Finance/Treasurer

Bylaw Required: No

MEMORANDUM

DATE: March 9, 2022

TO: Kyle Attanasio, CAO

FROM: Charlotte Edie, Director of Finance/Treasurer

RE: Annual Statement of Remuneration and Expenditures

The following is a summary of Council remuneration and expenditures, excluding Boards and Commissions, provided in accordance with the Municipal Act:

Member	Stipend	Per Diem	Travel & Conference
Reynard	\$ 40,786	\$ -	\$ 589
Smith	20,415	-	100
McMillan	20,419	-	454
Goss	20,411	194	100
Poirier	20,435	-	100
Van Wallegghem	20,419	-	632
Ralko	10,142	-	-
Chaze	8,812	-	100

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

MEMORANDUM

DATE: March 9, 2022

TO: Kyle Attanasio, CAO

FROM: Charlotte Edie, Director of Finance/Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Kenora District Services Board

The following is a summary of Commission remuneration and expenditures for the Kenora District Services Board, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Honoraria Per Diem</u>	<u>Travel & Conference</u>
Poirier	\$5,500	\$ 0

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.



March 8, 2022

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

Agenda Item Title: Health and Safety Policy Statements

Background Information: There is a legal requirement to review the three policy documents (Health and Safety, Harassment, and Violence Prevention) at least annually. By having the Senior Leadership Team and Council review these statements once each year, and by having the CAO and the Mayor sign-off on them, the City is complying with this legislative requirement.

Resolution for Council: That Council of the City of Kenora hereby accepts the City of Kenora Occupational Health and Safety Policy, the City of Kenora Workplace Harassment Policy and the City of Kenora Workplace Violence Prevention Policy; and further

And that the signatures of the Mayor and CAO are affixed to said policies along with the date of endorsement and are posted in all workplaces.

Budget: N/A

Risk Analysis: By reviewing the policy statements annually, we are avoiding the risk of legislative non-compliance.

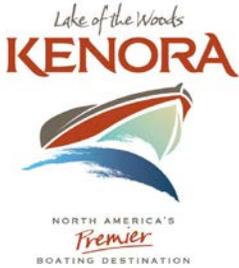
Communication Plan/Notice By-law Requirements: Signed documents will be returned to Bruce Graham for appropriate duplication and distribution.

Strategic Plan or Other Guiding Document:

3-11 The City will commit to preventing occupational illness and injury in the workplace

Briefing By: Bruce Graham, Risk Management and Loss Prevention Officer

Bylaw Required: No



The Corporation of the City of Kenora Occupational Health and Safety Policy

The Corporation of the City of Kenora is committed to preventing injury and occupational illness ~~and injury~~ in the workplace.

We recognize that an effective health and safety program, as indicated by following acceptable industry practices, ~~and complying~~ with legislative requirements, and communicating ~~the on of that~~ program to all workers, will contribute significantly to a reduced risk of injury or occupational illness to workers.

We further recognize that health and safety is the shared commitment and responsibility of us all. Our program is based on the concepts of the Internal Responsibility System wherein responsibilities and authority for health and safety are delegated from the top down and accountability for performance is required from the bottom up.

The Senior Leadership Team, as the highest level of management, is responsible for establishing the health and safety policy and ensuring the development of a health and safety system to support that policy.

~~Directors Division Managers~~ are responsible for the development and implementation of health and safety programs in their ~~departments divisions~~ and for ensuring that their Division ~~Managers Leads~~ are performing their required health and safety responsibilities.

~~A Division Leads and~~ all supervisory personnel are responsible to enforce health and safety rules and regulations and to ensure that their workers have the appropriate training, skills, and qualifications to perform their tasks safely.

Workers are responsible to follow employer and regulatory procedures, use their initiative to reduce risk, and to report unresolved issues to their supervisor.

It is the intention of this policy that:

**“No job is so important and no service is so urgent
that we cannot take the time to perform our work safely”**

Chief Administrative Officer

Mayor

Approved by Municipal Council on March 22, 2022 ~~16, 2021~~



The Corporation of ~~t~~The City of Kenora Workplace Harassment Policy

~~The management of~~ the City of Kenora is committed to providing a work environment in which all individuals are treated with respect and dignity.

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Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment.

Workplace harassment means ~~-~~

engaging in a course of vexatious comment or conduct against a worker in a workplace ~~— a comment or conduct~~ that is known or ought reasonably to be known to be unwelcome ~~or workplace sexual harassment. Workplace sexual harassment means:~~

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Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

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Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

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Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

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Workers are encouraged to report any incidents of workplace harassment to their immediate supervisor, or to any member of the Human Resources Department.

The employer will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect a worker, to investigate the complaint or incident, to take corrective action, or as otherwise required by law.

All employees are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers will not be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

- If a worker needs further assistance, they may contact their Union executive, their health and safety representative or a member of the JHSC, or the Employee and Family Assistance Program provider.

~~Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, or as contained in City of Kenora Policy HR 1-4, "Anti-Harassment"~~



March 15, 2022

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

Agenda Item Title:

Professional Consulting Services Agreement with Kontzamanis Graumann Smith MacMillan Inc. (KGS Group) – McLeod Park Upgrades

Background Information:

Council accepted the proposal submitted by KGS Group, HTFC Planning and Design and Number Architects to begin implementation of the Harbourfront Business Development Plan at its October 12, 2021 Special Meeting.

The consulting group has prioritized the renovation and rehabilitation of McLeod Park in its initial design work as the municipality has applied to, and received funding from, the FedNor Tourism Relief Fund (TRF) for support to redevelop this area, alongside a refurbishment of Husky the Muskie. The TRF requires that projects must be completed by March 31, 2023, which allows for capital work to be undertaken during one construction season. Through workshop sessions with both internal staff and Council, the consulting team has identified the opportunity to include additional elements at McLeod Park that were not initially contemplated during the master planning process. With the recent announcement that the City of Kenora was successful in receiving additional funding for this project through the Northern Ontario Heritage Fund Corporation, the project team is now positioned to proceed with an enhanced scope of work to be undertaken at McLeod Park. This will create further activation and amenities in the area.

The enhanced scope has resulted in the requirement for incremental design work to be undertaken. This work will be carried out by the current consulting team to ensure continuity with the project. As capital work for McLeod Park is a separate project, a new contract must be executed with KGS for the design component.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and KGS Group for the provision of professional consulting services to deliver design work for McLeod Park upgrades; and further

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

Budget:

Total budget for the design work is \$50,000. Total assistance from senior levels of government is estimated at 90 percent of design cost. The City of Kenora contribution to the design work is allocated from Municipal Accommodation Tax revenues.

Risk Analysis: There is low risk to executing this agreement with KGS Group.

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

Strategic Plan or Other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 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;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.

Kenora's Economic Recovery Plan

Prioritize investment into Kenora's Harbourfront to stimulate the local economy and attract both local residents and tourists.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



March 16, 2022

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

Agenda Item Title:

Northern Ontario Heritage Fund Corporation (NOHFC) Agreement – Expansion of the Kenora Recreation Centre Boat Launch & Parking Area

Background Information:

Council approved an application for funding to Northern Ontario Heritage Fund Corporation (NOHFC) under its Rural Enhancement Funding Stream at its December 21, 2021 for an expansion to the boat docking and parking improvements at the Kenora Recreation Centre.

An agreement has now been reached between the Corporation of the City of Kenora and the NOHFC for the following activities in order to expand the current boat launch and parking lot located at the Kenora Recreation Centre:

- (a) complete an environmental assessment,
- (b) obtain detailed engineered and design drawings,
- (c) upgrade the existing boat ramps at the launch on Laurenson's Creek,
- (d) construct an additional boat launch,
- (e) perform washroom upgrades to barrier-free accessible facilities,
- (f) construct a new multi-season waterfront trail to connect the two existing trails together,
- (g) increase the current parking lot capacity from 200 to 300 parking spaces with designated single vehicle and trailer parking areas, and
- (h) install lighting and traffic flow signage.

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 Northern Ontario Heritage Fund Corporation for the delivery of detailed design and tender specifications to implement the Harbourfront Business Development Plan; and further

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

Budget: Total project costs are \$1.6M funded at 50% cost sharing. The total funding contribution from NOHFC will be \$800,000 and a City investment which is included in the 2022 capital budget of \$800,000.

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

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

Strategic Plan or Other Guiding Document:

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

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

Briefing By: Stace Gander, Director of Community Services

Bylaw Required: Yes



March 12, 2022

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

Agenda Item Title:

Northern Ontario Resource Development Support (NORDS) Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and the Minister of Northern Development, Mines, Natural Resources and Forestry for the Railway Street road project in the amount of \$1,611,319.43. 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 Minister of Northern Development, Mines, Natural Resources and Forestry for the Railway Street road project; and further

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

Budget: The project is funded by the NORDS and the ICIP Rural and Northern stream.

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: Administrative only

Briefing By: Charlotte Edie, Director of Finance/Treasurer

Bylaw Required: Yes



March 17, 2022

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

Agenda Item Title: Public Sector Digest CityWide E-Permits Software Contract

Background Information:

On June 30, 2020, the City was notified that the submission to the Municipal Modernization Program Intake 2 was successful and that the municipality would be receiving up to \$52,585 for the development of an e-permitting platform. Through a competitive RFP process, staff have selected Public Sector Digest to lead the development of an E-Permitting platform for the City of Kenora. The total value of the contract is \$39,000 and implementation is expected to be completed by September 2022.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Public Sector Digest for the development of an E-Permitting platform in the amount of \$39,000 and further;

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

Budget:

The Municipal Modernization funding is expected to cover 65 percent of anticipated costs in developing the new platform.

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

Communication Plan/Notice By-law Requirements:

By-law required to authorize the signing of the agreement

Strategic Plan or Other Guiding Document:

Administrative only

Briefing By: Adam Smith, Director of Development Services

Bylaw Required: Yes



March 14, 2022

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

Agenda Item Title:

Rural Economic Development (RED) Program – Harbourtown Centre Revitalization - Streetscaping

Background Information:

The RED program supports activities that create strong rural communities and economic development in Ontario. The program includes two streams for funding: Economic Diversification and Competitiveness and Strategic Economic Infrastructure. Main Street minor capital improvements including streetscaping and landscaping to improve the design quality of public areas are eligible project activities under this program.

The City of Kenora had identified the opportunity in the five year economic development and tourism strategy to partner with the Harbourtown BIZ on new streetlight wraps and banners and had allocated Municipal Accommodation Tax funds to support this initiative.

Project activities will include the design, development and installation of streetscaping elements including streetlight pole wraps and banners in the Harbourtown Centre.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the delivery of the Harbourtown Centre Streetscaping project; and further

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

Budget: Total budget is \$45,000 with \$13,500 received from the RED program. Additional project funding has been committed by the Harbourtown BIZ in the amount of \$22,000. The City of Kenora contribution of \$9,500 is supported through Municipal Accommodation Tax.

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

Kenora's Economic Recovery Plan:

This project aligns with the objective to Bring Tourists Back to Kenora and Restoration of Downtown Activity.

Five Year Economic Development and Tourism Strategy:

This project aligns with the tactic to provide support to new and existing businesses through community partner and City led initiatives and specifically to partner with Harbourtown BIZ to advance its mandate to undertake beautification and shop local activities.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes

March 1, 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:

- November 25, 2021 & January 27, 2022 – The Muse
- January 13, 2022 – Accessibility Advisory Committee
- February 16, 2022 – Heritage Kenora
- October 27, 2021, November 24, 2021 & January 26, 2022 – Kenora Public Library Board

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

- January 4 & 21, 2022 – Northwestern Health Unit
- November 25, 2021 & January 27, 2022 Police Services Board
- February 23, 2022 – NOMA Board Meeting Report to Membership; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



March 1, 2022

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

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

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 January.

Resolution for Council:

That Council of the City of Kenora hereby accepts the January 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

January 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 January 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:

- January 4
- January 10
- January 17
- January 24
- January 31

All samples tested were within the allowable parameters.

2.3 Maintenance

- Installed preventative maintenance kit in post chlorinator.
- Installed preventative maintenance kit in spare injector body.
- Replaced leaking diaphragm in ammonium sulphate pump #1.
- Greased vacuum blowers.
- Installed lid on #2 ball check valve at Norman Booster.

2.4 Training

- No training took place in January.

2.5 Water Quality Complaints

- There were no customer complaints in January.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Quarterly samples were collected as required by O. Reg. 170.

- NDMA sample was collected as required by MDWL.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug and repaired copper service on Front Street.
- Dug and repaired copper service on Preston Street.
- Dug and repaired copper service on Third Street North.
- Five (5) water turn offs for repair.
- One (1) water turn on for new construction.
- Twelve (12) frozen waters on homeowner side.
- Six (6) frozen waters on City side.
- Flushing of hydrants for winter (to prevent main from freezing).
- Checking and clearing ice from water bleeders.
- Water meter reads and repairs.
- Various locates for Ontario One Call.
- Shoveling and clearing of fire hydrants.

3.1.2. Wastewater Collection

- No sewer digs to report for January.
- Four (4) service calls for grinder pumps.
- One (1) grinder pump for replacement.
- Seven (7) calls for sewer rodding.
- Two (2) sewer thaws.
- Cleaned various stations (grease mats).
- Sewer lift station maintenance.
- Sewer main flushing.
- Plowed snow at lift station.
- Various locates for Ontario One Call.

3.1.3. Water Thaws:

	January 2021	January 2022
City	0	0
Private	0	0

3.2 Training

- Received Neptune training for new meter reading equipment.

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 January.

3.4 Other Information

- No other information to report for January.

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 January 11, 2022 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- a. Raw Sewage – Total BOD₅ (biological oxygen demand): 132 [mg/L]
- b. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 5.4 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 233 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 17.7 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on January 11, 19 and 25 for E. Coli are:

- a. Geometric Means of the samples in January was 21.54 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 21.54 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 5.4 p.p.m., and final effluent T.S.S. was 17.7 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 Ontario Northwest Door repaired cable on overhead door in the 700 building.
- 4.3.3 Mechanic replaced a four way valve on the sludge dewatering press #2.
- 4.3.4 Greased upper bearing on the North screw pump in the 200 building.

4.3.5 Peterson Machine removed the grit cleaning mechanism in the 100 building to be rebuilt.

4.4 Training

- No training took place in the month of January.

4.5 Other Information

4.5.1 Health and Safety inspection was conducted on January 12, 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.
- Ongoing O2 sensor monitoring.
- Investigated and troubleshot voltage fluctuations.

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.
- Restored communication to Card Readers
- Serviced and repaired Card Readers.

5.5 Operations Building

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- 347V lighting upgrade ongoing.
- Overhead door(s) in barn – troubleshot and repaired.

5.6 Waste Transfer Facility

- Electrical maintenance/repairs.
- ESA deficiencies rectified.

- Troubleshoot loss of power at Vehicle Scale. Large unit UPS had a complete failure. Reconfigured electrical feeds until new UPS can be obtained and installed.

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.
- Investigated, troubleshoot and repaired electrical circuit failure.
- J.M Sportsplex – 200A distribution panel and conduit repair.

5.8 Parks/Cemetery

- ESA deficiencies rectified.

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.

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