



## **AGENDA**

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

**Wednesday, July 19, 2023  
5:00 p.m.**

**City Hall Council Chambers**

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

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**1. Call to Order**

**2. Land Acknowledgment – Councillor Van Belleghem**

**3. Public Information Notices**

As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at this meeting:

- Authorize a budget amendment in the amount of \$46,688.30 for the purchase of replacement servers for the City IT asset replacement funded through the IT reserves
- Declare lands surplus to the needs of the Municipality – 117 Main Street South and sell lands

**4. Declaration of Pecuniary Interest and the General Nature Thereof**

Any Members of Council to declare any 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 – June 21, 2023

**6. Presentations/Deputations**

- FoodCycle Science – FoodCycler Pilot Program Survey Results Presentation
- Ne-Chee Friendship Centre – Kenora Legion Purchase

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

**8. Appointments**

- A member will be appointed to Crime Prevention & Community Well-Being Advisory Committee

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

## 9.1 Corporate Services / Finance / Human Resources

- 2023/2024 Insurance Renewal
- Budget Amendment-IT Server Replacements
- Section 357's

## 9.2 Fire & Emergency Services

- No Reports

## 9.3 Engineering & Infrastructure

- Keewatin Dog Park Development
- Coker Road Geotechnical Report Options

## 9.4 Recreation & Culture

- No Reports

## 9.5 Planning & Building Services

- Deeming certain lands not to be a registered plan of subdivision
- Declare lands Surplus to the needs of the Municipality and sell lands-117 Main St S
- Zoning Bylaw Amendment D14-23-05 – 725 Railway Street

## 10. Housekeeping Resolutions

- Various Agreements
- Various Minutes
- Water/Wastewater Systems Monthly Summary-May 2023
- Deputy Fire Chief Appointment
- Temporary Chief Building Official Appointment
- Bylaw Enforcement Officer Appointment

## 11. Tenders

- None

## 12. By-laws

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

- Confirmatory
- Budget Amendment-IT Server Replacements
- Deeming certain lands not to be a registered plan of subdivision
- Declare lands Surplus to the needs of the Municipality and sell lands-117 Main St S
- Zoning Bylaw Amendment D14-23-05 – 725 Railway Street
- Deputy Fire Chief Appointment
- Temporary Chief Building Official Appointment
- Bylaw Enforcement Officer Appointment
- RSM Building Consultants Services Agreement
- Roofing Solutions Services Agreement
- Derouard Motors Purchase Agreement
- Rural Economic Development Program Funding Agreement
- Iron Clad Storage Inc. Site Plan Agreement

### 13. Notices of Motion

Any Notices of Motion from a previous meeting: N/A

Any new 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–KDSB update, OPP update CAO, updates)
- ii) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value (2 matters-Synergy North Agreement, OPP Policing costs)
- iii) Disposition of Land (1 matter-recreation property)
- iv) Labour Relations (1 matter-staffing consideration)

### 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

July 14, 2023

## 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:

### **Services Agreement**

- RSM Building Consultants – Chief Building Official Services
- Roofing Solutions – 904 Ottawa Street

### **Purchase Agreement**

- Derouard Motors – High Roof Van

### **Funding Agreement**

- Rural Economic Development Program-Harbourtown Centre Winter Beautification

### **Site Plan Agreement**

- Iron Clad Storage Inc.

### **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:

- RSM Building Consultants Services Agreement
- Roofing Solutions Services Agreement
- Derouard Motors Purchase Agreement
- Rural Economic Development Program Funding Agreement
- Iron Clad Storage Inc. Site Plan Agreement

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 is the administrative portion of the procurement process and must be finalized.

**Communication Plan/Notice By-law Requirements:** bylaws plus communication on various projects when timing coordinated for each project.

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

**Bylaw Required:** Yes

July 13, 2023



## 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:

- June 15, 2023 – Accessibility Advisory Committee
- May 24 & June 28, 2023 – Kenora Public Library Board
- April 20 & June 27, 2023 – The MUSE
- June 6, 2023 – Sustainability Advisory Committee; and further

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

- February 23, March 30 Regular Meeting, April 11, 2023 Special Meeting – Kenora Police Services Board
- March 30, 2023 – District of Kenora Home for the Aged
- April 21, 2023 – Northwestern Health Unit; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No



July 19, 2023

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

**Agenda Item Title:** 2023 Water & Wastewater Systems Monthly Summary Report–May

**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 2023 Water and Wastewater Systems Monthly Summary Report for May.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the May 2023 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

**Budget:** N/A

**Risk Analysis:**

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

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

**Strategic Plan or other Guiding Document:**

Strategic Plan Focus Area 1 – Infrastructure and Environment

Goal 1.1 Position Kenora for Growth through Proactive Infrastructure Planning

Goal 1.2 Ensure Well Maintained and Sustainably Financed City Infrastructure

**Briefing By:** Greg Breen, Director of Engineering & Infrastructure

**Bylaw Required:** No



**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

May 2023

Prepared by: Mike Derouard, Water and Wastewater Division Lead  
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 May 2023 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:

- May 1<sup>st</sup>
- May 8<sup>th</sup>
- May 15<sup>th</sup>
- May 23<sup>rd</sup>
- May 29<sup>th</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Installed isolation valve on discharge of backwash pump #2.
- Installed rotameter on polymer feed water.
- Installed rotameter on alum feed water.
- Improved dust control on polymer hopper.
- Repaired catwalk in highlift.

### **2.4 Training**

- No training took place in May.

### **2.5 Water Quality Complaints**

- There were no water quality complaints in May.

### **2.6 Other Information**

- Distribution chlorine residuals were collected on a weekly basis.

- Automation now conducted remote SCADA maintenance.
- Operators adjusted pumps as needed for unidirectional flushing program.

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

#### **3.1 Maintenance**

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

- Dug and replaced hydrant on Valley Drive.
- Dug and repaired water leak on First Street South.
- Dug and removed hydrant on Mellick Ave.
- Dug and replaced broken main valves on Mellick Ave.
- Dug and repaired watermain on Mellick Ave.
- Repaired summer service at Houseboat Adventures dock.
- Repaired various leaks on Coney Island.
- Dug and repaired Keewatin summer service.
- Turned on summer service to ball fields.
- Turned on summer service for Mikado Ave.
- Valve turning.
- Lowered curb stops in driveways.
- Turned on water at Soccer Field
- Meter reads and repairs.
- Assisted contractors with Fifth Street South.
- Assisted contractors with the Unidirectional Flushing Program.
- Various locates for Ontario One Call
- Five (5) water turn on/off for repairs.
- Twenty-Five (25) water turn on for season.
- Ninety-Eight (98) water deliveries.
- One (1) private locate.

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

- Dug and repaired sewer service on Fourth Street North.
- Dug and repaired sewer main on Main Street Rideout.
- Dug and repaired sewer service on Mikado Ave.
- Worked with contractors on Fifth Street South.
- Flushing of sewer mains.
- Sewer lift station checks and cleaning.
- Responded to various station alarms.
- Various locates for Ontario One Call.
- Three (3) calls for grinder pumps.
- Replaced one (1) grinder pump.
- One (1) private locate.
- Eight (8) calls for sewer rodding.

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

	May 2022	May 2023
City	0	0
Private	0	0

### 3.2 Training

- Trailer backup training with summer students.

### 3.3 Boil Water Advisory(s) – 2023

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 were (5) boil water advisory issued:
  - Coney Island summer service.
  - Mikado Ave summer service.
  - Mellick Ave area.
  - Sixth Ave South area.
  - Keewatin summer service.

### 3.4 Other Information

- No other information to report for May.

## 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 May 16, 2023 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- Raw Sewage – Total BOD<sub>5</sub> (biological oxygen demand): 135 [mg/L]
- Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 6.7 [mg/L] – limit is 25 [mg/L].
- Raw Sewage – Total Suspended Solids: 240 [mg/L].
- Final Treated Effluent – Total Suspended Solids: 6.8 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on May 2, 8, 16, 23, and 30 for E. Coli are:

- a. Geometric Means of the samples in April was 4.57 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 4.57 organisms/100 mL, which is within the COA's limit of 200 organisms/100 mL. Plant final effluent CBOD was 6.7 p.p.m., and final effluent T.S.S. was 6.8 p.p.m., both well within the C of A requirements.

### **4.3 Maintenance**

- 4.3.1 Sludge press maintenance (clean and grease) in the 700 Building.
- 4.3.2 Replaced UV ballast on Bank A module 4 ballast 5/6.
- 4.3.3 Greased bar screen, grit cleaning mechanism, and organic return.
- 4.3.4 Kraynyk Welding welded the RAS pipeline in the 600 building.
- 4.3.5 Riverview Industries started installing the fall restraint lifeline in both clarifiers.
- 4.3.6 The electrician replaced and calibrated three (3) D.O. sensor caps.
- 4.3.7 Cleaned scum pits for both clarifiers.

### **4.4 Training**

- No training took place in May.

### **4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on May 24, 2023

## **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 the service provided 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 and repairs.
- Instrument calibrations.
- Replaced dissolved oxygen sensor caps
- Maintenance and repairs to blower 1 and 2 variable frequency drives.

- Installed DC motor controller for polymer pump in Press #2.

### **5.3 Water Treatment Plant**

- Plant electrical maintenance and repairs.
- ESA deficiencies

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

- Maintenance and repairs on water dispensing unit at both Evergreen and Rabbit Lake.
- ESA deficiencies rectified.
- Serviced and repaired card readers.
- Re wired indicating lights on variable frequency drives on Booster Stations Zone 3 and 4.

### **5.5 Operations Building**

- Electrical maintenance and repairs.
- ESA deficiencies rectified.

### **5.6 Waste Transfer Facility**

- Electrical maintenance and repairs.
- ESA Deficiencies rectified.
- High bay lighting repair in Recycle Building.

### **5.7 Facilities**

- Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries, Museum, and Arts Centre.
- ESA deficiencies rectified.
- ESA deficiencies in Keewatin Public Works Building.
- ESA deficiencies in Discovery Centre.
- Lighting repairs throughout City Hall as needed.
- Removed and capped off light bollards to accommodate vendor equipment at Janel Contracting Pavilion.
- Installed GFCI receptacles in OPG Shop area on ground floor of Operations Building.

### **5.8 Firehall(s)**

- ESA deficiencies rectified.
- Lighting repairs to Captains Office and second floor washroom in Firehall #1.
- Nederman Exhaust System repairs on Apparatus Floor.

### **5.9 Parks/Cemetery**

- ESA deficiencies rectified.
- Troubleshooting on hot water tank and grinder pump at Keewatin Ballpark Concession.

### **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 and floats.
- Maintenance and repairs of some of the 300+ in use throughout the City.









## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2022

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m <sup>3</sup> /mon.	173,163	157,350	225,028	436,469	642,434	399,976	429,257	336,482	198,007	172,884	162,277	171,541	3,504,868
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,954	6,069	10,913	30,870	32,043	16,491	25,359	18,039	8,291	6,091	5,864	6,049	172,033
Minimum Daily Influent Flow	m <sup>3</sup> /day	5,227	5,209	5,644	7,711	14,465	11,551	10,778	8,393	5,673	5,032	5,044	4,873	89,600
Average Daily Influent Flow	m <sup>3</sup> /day	5,586	5,619	7,259	14,549	20,724	13,333	13,847	10,854	6,600	5,577	5,409	5,534	114,891
<u>Effluent Flow</u>														
Total Effluent Flow	m <sup>3</sup> /mon.	184,865	167,604	231,498	425,013	617,980	392,928	421,185	336,551	205,165	182,270	168,771	174,826	3,508,656
Average Daily Flow	m <sup>3</sup> /day	5,963	5,986	7,468	14,167	19,935	13,098	13,587	10,856	6,839	5,879	5,626	5,640	115,044
<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		3	4	5	4	5	4	4	5	4	5	4	4	51
Geometric Means (Bacti Samples)		21.54	10	15.85	11.89	56.5	22.13	13.16	7.24	2.11	1	2.53	3.16	167.11
Sludge Hauled to Landfill	m <sup>3</sup> /mon	273.6	205.2	216.6	296.4	159.6	250.8	296.4	216.6	228	262.2	205.2	216.6	2827.2
<u>Callouts</u>														
		5	2	3	6	5	2	3	0	1	1	2	0	30



July 14, 2023

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

**Agenda Item Title:** Deputy Fire Chief Appointment

### **Background Information:**

The Deputy Fire Chief is responsible for assisting with organizing, administering, and directing the overall operation of the Fire Department and for exercising the duties and authorities of the Fire Chief in the absence of the Fire Chief or as directed.

The Deputy Fire Chief position has been vacant since the appointment of the former Deputy to the Fire Chief. Dexter Hupe joins the City from the Municipality of Red Lake and starts in the role on July 17, 2023.

### **Resolution for Council:**

That Council hereby appoints Dexter Hupe to the position of Deputy Fire Chief for the Corporation of the City of Kenora effective July 17, 2023.

**Budget:** Budget for this position is included in the Fire Department operating budget.

**Risk Analysis:** There is a low risk associated with this report. Having a vacancy in appointment is not optimal, should there be an absence of the Chief but not critical

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

**Briefing By:** Heather Pihulak, Director of Corporate Services

**Bylaw Required:** Yes



July 14, 2023

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

**Agenda Item Title:** Appointment of Temporary Chief Building Official (CBO)

**Background Information:**

The City's Chief Building Official, Kevin Robertson, officially retired effective June 30, 2023.

The *Building Code Act* requires that there be a Chief Building Official (CBO) appointed and that such person have the requisite qualifications.

Section 77 of the *Legislation Act* provides that the power to appoint a person to a public office includes the power to:

“(c) temporarily appoint another person to the office if it is vacant or if the holder of the office is absent or unable to act.”

The City will proceed under section 77 of the *Legislation Act* to appoint another person acting as CBO to hold the office at the pleasure of Council pending a permanent appointment. Once the recruitment process for the permanent candidate has been finalized, this temporary appointment will be repealed.

**Resolution for Council:**

That Council hereby appoints Devon Staley and Max Emami as the Chief Building Officials of the Corporation of the City of Kenora during the pleasure of Council and until the said office is filled on a permanent basis by a further By-law of the Corporation; and further

That bylaw number 132-2006 be hereby repealed.

**Budget:** N/A

**Risk Analysis:** There is a high risk associated with this report. A Chief Building Official must be appointed to continue to process the various public requirements in the Building Department.

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

**Briefing By:** Heather Pihulak, Director of Corporate Services

**Bylaw Required:** Yes



July 17, 2023

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

**Agenda Item Title:** Appointment of Bylaw Enforcement Officer

**Background Information:**

Following the resignation 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, Mateusz Gren, who starts with the City on July 31, 2023.

Mateusz joins the City with a variety of experience in law enforcement including bylaw, security and corrections which makes him an excellent addition to the bylaw enforcement team.

**Resolution for Council:**

That Council hereby appoints Mateusz Gren 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 23-2022 be hereby repealed.

**Budget:** included in the 2023 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