



## **AGENDA**

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

**Tuesday, June 18, 2019  
12:00 p.m.  
City Hall Council Chambers**

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**1. Call to Order**

**2. Blessing – Councillor Goss**

**3. Public Information Notices**

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at today's meeting:

- To amend the 2019 Operating & Capital Budget to withdraw funds from the CIP Reserves in the amount of \$37,458.00 to fund the 2019 CIP grants

**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 – May 21, 2019

**6. Presentations/Deputations**

Approximately five (5) minutes per person/group.

- 2018 Boys Volleyball OFSAA Silver Medalist Winners Recognition/Presentation

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

**8. Appointments**

- Museum Board Appointments

## 9. Reports from Committee of the Whole

### 9.1 Administration & Finance

- April 2019 Financial Statements
- Municipal Insurance Renewal
- Community Code of Conduct Policy
- Water & Sewer Accounts Deposit Policy

### 9.2 Fire & Emergency Services

- No Reports

### 9.3 Operations & Infrastructure

- Norman Park Parking Amendment
- Minnesota Street and Bay Road Parking Restrictions
- **\*\*NOTE** – the Multi Unit Water Rate Matter is deferred to a Special Committee of the Whole meeting scheduled for Wednesday, June 26<sup>th</sup> at 12 noon – City Hall Council Chambers. The matter will not be discussed on the June 18, 2019 Council agenda

### 9.4 Community Services

- NOHFC Phase II Submission Amendment – Kenora SportsPlex
- Ice Allocation Policy

### 9.5 Development Services

- Budget Amendment - CIP
- D14-19-05 Zoning Bylaw Amendment - 127 5<sup>th</sup> Avenue South, Kendall House
- D14-19-06 Zoning Bylaw Amendment – Small Homes, City Initiated
- Request for Reconsideration of City Land Sale

## 10. Housekeeping Resolutions

- Conservation Energy Demand Management Plan – Contract Authorization
- Enabling Accessibility Fund – Workplace Accessibility Stream Agreement Authorization
- Recreation Services Department 2019 First Quarter Report
- Seniors Community Grant Program Application
- Receipt and Approval of Various Committee Minutes
- 2019 Water & Wastewater Systems Monthly Summary – April

## 11. Tenders

- None

## 12. By-laws

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

- Confirmatory
- Community Code of Conduct Policy
- Water & Sewer Accounts Deposit Policy
- Norman Park Parking Amendment
- Minnesota Street and Bay Road Parking Restrictions
- Ice Allocation Policy
- Budget Amendment - CIP
- D14-19-05 Zoning Bylaw Amendment - 127 5<sup>th</sup> Avenue South, Kendall House
- D14-19-06 Zoning Bylaw Amendment – Small Homes, City Initiated
- Conservation Energy Demand Management Plan – Contract Authorization
- Enabling Accessibility Fund – Workplace Accessibility Stream Agreement Authorization

### 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) Disposition of Land (1 matter-Harbourfront Redevelopment Options)
- ii) Educating & Training Members of Council (1 matter-CAO Update)

### 17. Adjourn Meeting

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

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

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

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

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



# Housekeeping Reports NOT attached to Committee of the Whole Agenda

May 15, 2019

## **Housekeeping Council Briefing**

**(direct to Council – does not appear at COW)**

### **Agenda Item Title:**

Conservation Energy Demand Management Plan – Contract Authorization

### **Background Information:**

A contract has been signed between the Corporation of the City of Kenora and VIP Energy Inc. for the purpose of developing a Conservation Energy Demand Management Plan (CEDM). The agreement is now ready for execution by bylaw.

Under Ontario Regulation 397/11 the municipality is obligated to have a new CEDM by July 1<sup>st</sup> 2019. This will serve to provide a roadmap to implementing corporate measures identified in the Community Energy Plan.

### **Resolution for Council:**

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and VIP Energy Inc. to proceed with a Conservation Energy Demand Management Plan for the City of Kenora; and further

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

**Budget:** As per the attached contract, the total project cost to the municipality will be \$8,750 which would be taken from the Municipal Energy Plan Budget.

### **Risk Analysis:**

There is a low level of financial risk executing this contract given that there are available dollars in the Municipal Energy Plan Budget.

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

**Strategic Plan or Other Guiding Document:** Administrative only

**Briefing By:** Adam Smith, Development Services Strategist

**Bylaw Required:** Yes

May 15, 2019

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

### **Agenda Item Title:**

Enabling Accessibility Fund – Workplace Accessibility Stream Agreement Authorization

### **Background Information:**

An agreement was reached between the Corporation of the City of Kenora and Government of Canada to replace the Kenora Library Ramp and Stairs. The agreement is now ready for execution by bylaw.

The City of Kenora submitted a grant application under the Enabling Accessibility Fund—Workplace Accessibility Stream for this project in November 2018.

### **Resolution for Council:**

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Government of Canada to proceed with the Kenora Library and Ramp and Stairs Replacement project for the City of Kenora; and further

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

**Budget:** As per the agreement, the Government of Canada will be providing \$100,000 for a total project cost of \$182,000 with a total net cost to the municipality of \$82,000 which would be taken from the Kenora Library Reserve.

### **Risk Analysis:**

There is a low level of risk executing this agreement as it is identified specifically in the agreement that the agreement/work will not proceed without the success of the grant application.

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

**Strategic Plan or Other Guiding Document:** Administrative only

**Briefing By:** Adam Smith, Development Services Strategist

**Bylaw Required:** Yes

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**Strategic Plan or Other Guiding Document:** Administrative only

**Briefing By:** Adam Smith, Development Services Strategist

**Bylaw Required:** Yes



May 27, 2019

## City Council Committee Report

**TO: Mayor & Council**

**FR: Casey Pyykka, Community Program Liaison**

**RE: Recreation Services Department 2019 First Quarter Report**

### **Recommendation:**

That Council hereby accepts the 2019 First Quarter Report for the Recreation Services Department.

### **Background:**

The Recreation Services Staff will provide regular quarterly reports to Council incorporating program usage that identify trends and value to the taxpayer.

This report provides statistics developed and tracked for the facilities.

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

1 – 2 The City will forge strong, dynamic working relationships with the Kenora business community.

1 – 9 The City will promote Kenora as a 365 – day lifestyle destination.

1 – 10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and strengthen community ties with our regional neighbours.

2 -1 The City will ensure 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 – 9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.

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

3 – 3 The City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen – first approach to maintaining relations with the public.

3 – 9 The City will establish protocols for staff orientation that provide the fundamental tools of customer service and organization understanding.



3 – 10 The City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development.

3 – 14 The City will forge stronger relations with neighbouring communities and area municipalities by City Staff, particularly those that help ensure tight coordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police, and the neighbouring communities.



## Recreation Services Department Quarterly Report

January – March 2019

*Welcome to Wellness*

CITY OF KENORA





# KENORA RECREATION CENTRE

*welcome to wellness*

Recreation Services Department

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Welcome to Wellness

## Strategic Plan

The Kenora Recreation Centre still strives in reaching goals towards the City of Kenora Strategic Plan. Below highlights our success at the strategic plans goals for this quarter:

***1 – 2 The City will forge strong, dynamic working relationships with the Kenora business community.***

***1 – 9 The City will promote Kenora as a 365 – day lifestyle destination.***

***1 – 10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and strengthen community ties with our regional neighbours.***

***3 – 3 The City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen – first approach to maintaining relations with the public.***

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***3 – 10 The City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development.***

***3 – 14 The City will forge stronger relations with neighbouring communities and area municipalities by City Staff, particularly those that help ensure tight coordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police, and the neighbouring communities.***

This report has been generated based on the activities and data collected during the period of **January – March 2019**.

### Participant Visits by Activity

ACTIVITY	January – March 2018	January – March 2019
Lane Swim	1746	1844
Tot Swim	1096	1325
WaterFit	1223	1129
GentleFit	532	537
Schools	3649	4847
Public Swims	7076	8661
Family Swims	1234	1354
Rentals	1080	449
Swim Lessons	1362	1628
Adult Lessons	22	0
Life Saving Society Programs	769	49
Special Olympics	105	128
Kenora Swimming Sharks/Kenora Borealis	1069	1137
Other (Special Programming)	726	268
Hot Tub	5220	7642
<b>Pool Totals</b>	<b>26,909</b>	<b>30,998</b>
Walking Track	4268	4112
Open Ice	1250	1187
Fitness Centre	16,597	14,789
Group Fitness	2342	2271
<b>Facility Total</b>	<b>51,366</b>	<b>53,357</b>

### Aquatic Centre

In addition to regular scheduled programs and activities, the Aquatic Centre has seen an increase of pool used by local schools and neighboring communities. The evening swim lessons have seen an increased in swimmers and additional classes were added to accommodate individuals on a waitlist. A program that has seen positive utilization is the sensory swim lessons which helps develop gross motor skills, balance and core strength as well it provides sensory processing opportunities as well as social interactions.

The Aquatic Centre also offered advanced programming with both the Red Cross and Lifesaving Society. This helps with staff retention and advancing skill set for individuals.

## Fitness Centre

The Fitness Centre offered a 2 – 4 - 1 promotion in the month of February allowing individuals to try out Group Fitness classes and bring a friend. This was well received and showcased a variety of different classes and instructors.

Essentrics has become a vastly popular class that has seen an increase of participant's attending. The Kenora Recreation Centre promoted an essentrics challenge, which allow participants to try a 7 day of pure fitness.

In the month of March the Fitness Centre introduced Pop Up Saturday Group Fitness classes. These were well received and participants enjoyed trying a new class that was not highlighted in the monthly schedule.

## Facility Rental Hours

Facility Booking in Hours	January – March 2018	January – March 2019
Thistle Rink	1141 Hours	1177 Hours
Keewatin Memorial Arena	890.75 Hours	850.75
Recreation Facility Rooms	304.92 Hours	405.98 Hours

\* KRC utilized the rooms 424.48 hours

Partnered Organizations (New Horizons, Triple PLAY, and Kenora Youth Wellness Hub) utilized the rooms 334.5 hours

Northwest Business Centre utilized the rooms 27.5 hours

## Membership and Package Sales

Membership Type	January – March 2018	January – March 2019
Annual	65	69
Post-Secondary	23	35
90 Day	216	205
10 Visit Passes	137	160
25 Visit Passes	367	407
Instructional Program 10 and 25 Visit Passes	46	38
Personal Training	15	

### Parking Revenue

<b>Parking Duration</b>	<b>January – March 2018</b>	<b>January – March 2019</b>
Seasonal (\$390)	0	0
Month (\$130)	0	0
Week (\$35)	0	0
Overnight (\$7)	0	0

### Ball Diamond Rentals

<b>Ball Diamond Bookings in Hours</b>	<b>January – March 2018</b>	<b>January – March 2019</b>
Kenora Recreation Centre	0	0
Millennium Park (A&W)	0	0
Kenora Central Park	0	0
Portage Bay (Keewatin)	0	0
Co-Op Ball Diamonds (Jaffray Melick)	0	0
<b>Total</b>	0	0

### Special Events

Lake of the Woods Girls Hockey Tournament	LOWMH Atom Hockey Tournament
Bantam AA Hockey Tournament	Winter Carnival – Sunday events at the KRC
Men's Hockey Tournament	Kenora Skating Ice Show
LOWMH Novice Hockey Tournament	Ham N' Egger
LOWMH PeeWee Hockey Tournament	Figure Skating Competition

## Partnered Events

Kenora Youth Wellness Hub	Saint Thomas Aquinas Destress Fair for Exams
Saint Thomas Aquinas Destress Fair for Exams	Early ON Childhood

## Programs / Activities

January Fitness Classes	29 Group Fitness classes
Essentrics Challenge – January 14 – 20	7 days of pure fitness \$60 for 7 classes
Swim Registration: January 8th	Canadian Swim Patrol – 1 participants Red Cross Preschool Lessons T/TH – 17 participants Red Cross Swim Kids T/TH – 23 participants Red Cross Preschool lessons Sunday – 27 participants Red Cross Swim Kids Sunday – 11 participants Red Cross Water Safety Instructor Course – 3 participants Sensory Swim lessons – 3 participants
P.A. Day Activities – February 1st	\$3 Public Skate \$3 Family Swim \$3 Public Swim
P.A. Day Awesome Adventures Day Camp	16 Participants enrolled
February Fitness Classes	25 Group Fitness Classes
2 – 4 – 1 Group Fitness for the Month of February	Monday – Breathe Tuesday – Move & Abs Wednesday – Spinn Thursday – Kids Fitness Friday – Groove Saturday – Total X-haust
Family Day – February 19 <sup>th</sup>	50+ Fitness Beginner TaiChi \$3 Parents & tots skate Lane Swim WaterFit GentleFit Tot Swim \$3 Family Swim FREE Skate and Swim sponsored by Royal LePage
Swim Registration – February 20th	Red Cross Preschool Lessons – 30 participants Red Cross Swim Kids Lessons – 25 participants Swim & Play 3 – 12 months – 6 participants Swim & Play 12 – 24 months – 6 participants Teen/Adult Lessons – 1 participant Lifesaving Society Bronze Cross & Standard First Aid – 9 participants Lifesaving National Lifeguard Recertification- 5 participants

	Red Cross Water Safety Instructor Recertification – 4 participants
March Fitness Classes	26 Group Fitness Classes Pop Up class Bosu Pop Up class Family Fitness
March Break- Mexican Fiesta	\$3 Public Skates, Family Swims & Public Swims
March Break Day Camp	Full Week: 16 participants enrolled Monday, March 11 <sup>th</sup> : 19 participants enrolled Tuesday, March 12 <sup>th</sup> : 22 participants enrolled Wednesday, March 13 <sup>th</sup> : 24 participants enrolled Thursday, March 14 <sup>th</sup> : 25 participants enrolled Friday, March 15 <sup>th</sup> : 25 participants enrolled
Additional Public Skates	10 Public Skating opportunities
School Board Swim lessons Jan – March	346 participants
Free Sponsored Swims & Skates	Rotary Club Week of Action Against Poverty February 15 <sup>th</sup> Ne-Chee Friendship Centre Free Swim March 13 <sup>th</sup> Kenora Anishinaabe – Kweg Free Swim March 14 <sup>th</sup>

### Staff Training

PRO Webinar: Inclusive Play – February 28 <sup>th</sup>	Attended: Casey Pyykka & Crystal Stokes
Parks and Recreation Conference	Attended: Casey Pyykka & Josh Nelson
Red Cross Water Safety Instructor Course	Attended: Amelia Illman & Caelyn Taylor Instructor: Cameron Chambers
Red Cross Water Safety Instructor Recertification Course	Attended: Brooklyn Snow, Jessica Therrien, Olivia Friesen-Kroecker, Mica Wells, Jonah Grienke Instructor: Darby Spicer
Lifesaving Society National Lifeguard Recertification	Attended: Erica Burgess, Brooklyn Snow Instructor: Crystal Stokes

### Facility Updates

During this quarter the maintenance team kept our facility in good condition and completed repairs such as:

- There has been a material issue identified with the dry pad. It would appear that there is a frost heave that creates challenges when cleaning the ice that will lead to future problems. Once the ice comes out, an assessment will be conducted in an effort to determine how bad the problem is, and what the approximate cost will be to remedy the problem. In all likelihood, the project will need to go through in the summer of 2020.



- Due to cold weather in January the condenser froze at the Kenora Recreation Centre
- The condenser pump had issues in Keewatin Memorial Arena
- Maintenance prepared the baseball diamonds for Winter Carnival and plowed the snow
- Vibration analyzes on performed on the Kenora Recreation Centre compressor to maintain longevity
- New main disk connected in the Kenora Recreation Facility
- Waterslide inspection was done and issues were identified
- Electrical issues on the Engo ice resurfacer
- Safe Operation Procedures were reviewed and approved
- The first water discharge backed up in the plant room during this quarter which became an ongoing issue
- The hump on the Kenora Recreation Centre ice pad is becoming more prominent
- Snow and ice slid off the Kenora Recreation Centre roof which caused extensive damage to the snow stops, room air handling unit and fresh air intake

***2 -1 The City will ensure 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 – 9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.***

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



June 12, 2019

## **Housekeeping Council Briefing**

(Direct to Council – does not appear at COW)

**To: Mayor and Council**

**Fr: Adam Smith, Development Services Strategist**

**Re: Seniors Community Grant Program Application**

### **Recommendation:**

That Council hereby approves an application to the Seniors Community Grant Program by the City of Kenora in partnership with the District of Kenora Homes and Community Support Services; and further

That Council directs staff to apply for funding under the Seniors Community Grant Program for a project to support isolated seniors in the community.

### **Background:**

The Age-Friendly Committee has identified an opportunity to establish a service through the District of Kenora Homes and Community Support Services to identify isolated seniors in the community and connect them with supports they may require.

The City of Kenora is an eligible recipient for funding under this program which would be carried out in partnership the District of Kenora Homes and Community Support Services. Both organizations are members of the Age-Friendly Committee and the project would align with several strategic priorities of the 2016 Age-Friendly Plan.

**Budget:** There is no impact to the budget.

**Risk Analyses:** As per the requirements in the City's ERM Policy, the risk is deemed to be an opportunity with a high rating. It will strengthen a community partnership and create a new service that supports a growing demographic.

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

Notice required to be placed on Committee Agenda, Minutes and subsequent Council Agenda/Minutes.

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

3-12 The City will recognize the importance of leveraging partnerships and work together with our Community and Strategic Partners as appropriate to implement the various strategies as developed by those organizations for the improvement of the City and our Community

## **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:

- May 23, 2019 & June 5, 2019 - Lake of the Woods Museum Board
- May 22, 2019 - Kenora Public Library Board
- May 30, 2019 – Heritage Kenora Committee
- May 9, 2019 – Tourism Committee
- May 8, 2019 – Kenora Urban Trails Committee

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

- March 28, 2019 & May 2, 2019 - District of Kenora Home for the Aged Board of Management
- April 30, 2019 – Northwestern Health Unit; and further

That these Minutes be circulated and ordered filed.

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

**Bylaw Required:** No

May 14, 2019

## **Housekeeping Council Briefing**

**(direct to Council – does not appear at COW)**

**Agenda Item Title:** 2019 Water & Wastewater Systems Monthly Summary Report – April

**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 water and wastewater systems they own and operate are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

The Operations and Infrastructure Department recommends that Council accept the 2019 Water and Wastewater Systems Monthly Summary Report for April.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the April 2019 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 just 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. Jeff Hawley, Biman Paudel, 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:** Jeff Hawley, Operations & Infrastructure Manager

**Bylaw Required:** No

**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

April 2019

Prepared by: Biman Paudel, Water & Wastewater Division Lead  
Ryan Peterson, ORO, Water Treatment Plant  
Darryl Wilson, ORO, Wastewater Treatment Plant

## **1.0 Introduction**

This report contains the major maintenance activities and operational events that occurred during the month of April 2019 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 they own and operate 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:

- April 1
- April 8
- April 15
- April 23
- April 29

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Adjusted needle valve on the Norman Booster Fill Station to increase flowrate.
- Installed handrail on Highlift steps.
- Worked on the installation of Highlift Variable Frequency Drive (VFD).

### **2.4 Training**

- Two operators attended the Walkerton Clean Water Center’s Drinking Water Quality Management Standards workshop in Thunder Bay.
- Three operators attended the Walkerton Clean Water Center’s Internal Auditing course.

## **2.5 Water Quality Complaints**

- There was one water quality complaint in April. The resident complained of cloudy water. The Operator explained that this was due to air coming out of the solution in the water, which can happen occasionally and that there is no health concern. A chlorine residual was taken which confirmed a normal residual for that area.

## **2.6 Other Information**

- Distribution chlorine residuals were collected on a weekly basis.
- SAI Global completed an annual external deck audit of the Operational Plan.
- Quarterly sampling was conducted as required by Reg 170, as well as additional sampling for voluntary Drinking Water Surveillance Program (DWSP).

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

## **3.1 Maintenance**

### **3.1.1. Water Distribution**

- April 1 – Dug and repaired service leak at: 215 Fourth Avenue North.
- April 11 – Dug and repaired curb stop at: 421 Fifth Street South.
- April 24 - Dug and repaired service leak at: 20 Cambrian Drive.
- April 26 - Dug and repaired service leak at: 2 Sixth Avenue South.

### **3.1.2. Wastewater Collection**

- April 1 – Replaced grinder pump at: 22 Birchwood Crescent.
- April 2– Replaced grinder pump at: 3 Ascough Drive.
- April 3 – Rodded plugged sewer at: 9 Mary Lou Street.
- April 7 – Replaced grinder pump at: 364 Rabbit Lake Road.
- April 12 – Rodded plugged sewer at: 424 Third Street South.
- April 16 – Rodded, televised, dug and repaired collapsed sewer main at: 428 Third Street South.
- April 17 – Rodded plugged sewer at: 824 River Drive.
- April 21 – Replaced grinder pump at: 316 Rabbit Lake Road.
- April 23 – Televised sewer at: 524 Third Street North.
- April 24 – Televised sewer at: 14 Rupert Road.
- April 24 – Televised sewer at: 40 Nairn Avenue.
- April 25 – Replaced grinder pump at: 7 Universal Drive.

### 3.1.3. Water Thaws:

	April 2018	April 2019
City	0	1
Private	2	0

## 3.2 Training

- Five staff attended the Walkerton Clean Water Center's Internal Auditing course.
- One staff attended the Walkerton Clean Water Center's Drinking Water Quality Management Standards workshop in Thunder Bay.

## 3.3 Water Quality Complaints

There was one water quality complaint for the month of April, see item #2.5 for further details.

## 3.4 Boil Water Advisory(s) - 2019

Date and Location:

- April 26 – Three (3) residents on Sixth Avenue South and one (1) resident on Park Street.

## 3.5 Other Information

- Ministry of Environment, Conservation, and Parks conducted an inspection on the Wastewater collection system, as well as the Wastewater Treatment Plant.

# 4.0 Wastewater Treatment Plant

## 4.1 Monthly Flows & Operating Data – See Schedule “B”

## 4.2 Samples

4.2.1. **Monthly** - Complete Analyses of Treated Effluent and Raw Sewage  
Samples sent out on April 23, 2019 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 87 [mg/L]
- b. Total BOD Final Effluent: 6.9 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 119 [mg/ L]
- d. Total Suspended Solids Final Effluent: 7.7 [mg/ L] - limit is 25 [mg/L]

4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on  
April 2, 9, 16, 23, 30, 2019 - Results: Organisms/100 ml

- a. Geometric Means from samples in March: 10 organisms/100mL.
- b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.



In summary, raw sewage enters the plant with a bacti count 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 limit of 200 organisms/100 mL. Plant final effluent BOD was 6.9 p.p.m., and final effluent T.S.S. was 7.7 p.p.m., both well within the C of A requirements.

#### **4.3 Maintenance**

- Sludge press maintenance (clean and grease) 700 Building.
- Unplugged #1 sludge pump in the 100 Building.
- Replaced three broken belts on #1 sludge pump in the 100 Building.
- Tightened packing gland on the sludge pump in the 400 Building.
- Cleaned and painted the six inch potable water line in the 300 Building.
- Greased the bar screen, organic return, and sand extractor in the 100 Building.
- Greased and applied Lime Away to Bank A for the UV Disinfection.
- Installed a chain hoist in the 700 Building.
- Installed ports for greasing upper bearing in the 200 Building.

#### **4.4 Training**

- Staff participated in ‘Scissor Lift’ training.

#### **4.5 Other Information**

- Health and Safety inspection was conducted on April 2, 2019. An employee from the Water Treatment Plant attended this inspection.
- Aaron Causyn from Ministry of Environment, Conservation and Parks (MECP) came to the Wastewater Treatment Plant for an inspection, review of data, and sample on April 10, 2019.





## Schedule "B"

## Wastewater Systems Flow & Operating Data

### Monthly Summary Report - 2019

[illegible]

### Schedule "B"

## Wastewater Systems Flow & Operating Data Monthly Summary Report - 2018

[illegible]