



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, April 21, 2020
12:00 p.m.**

Electronic Attendance / City Hall Council Chambers

Due to the COVID-19 Pandemic, Council will be meeting electronically as permitted by Bill 187, Municipal Emergency Act, 2020. Citizens and our Media Partners are encouraged to attend the virtual meeting via the Public Live Stream Event at:

<https://video.isilive.ca/kenora/>

1. Call to Order

2. Blessing – Councillor Ralko

3. Public Information Notices

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

- Adopt the 2020 Business Improvement Board Levy
- Adopt a new Tariff of Fees and Charges By-Law to increase Ball Field Rates
- Amend the 2020 Capital and Operating Budget for the following:
 - \$23,000 for the installation of soundproofing materials to the Operations Center boardroom and two offices to be funded through the Operation Centre Building Reserve
 - \$21,000 for the repairs at the Kenora Recreation Centre Fire Suppression System funded through contingency reserves
 - \$33,383.65 for the completion of an accessible entrance upgrade project at the Kenora Public Library funded from Library reserves
 - \$35,000 from the Land Planning Reserve for the delivery of the Vacant Land Supply and Growth Analysis project
 - \$58,576.00 + HST for PVC Roof Repairs at Kenora Fire Station 1 to be funded from the Kenora Fire Station Reserve
 - \$7,000 to supplement the funding required for the Urban Street and Highway Line Painting project from the Roads Reserve
- Direct administration to enter into negotiations with Forbes Bros Ltd, Agent on behalf of Tbaytel, for the installation of a 30m monopole, land equipment shelter and a 10' x 10' compound located on Municipal property at the corner of Miikana Way and 6th Avenue South, with access off 9th Street South for the expansion of Tbaytel's 4G HSPA & LTE wireless project and authorize the requirement for a public meeting under Policy #DS-1-1

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 – March 31, 2020
- Special Council – April 8, 2020
- Special Council – December 5, 2019 (as the KMNPHB)

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

8. Appointments

~None

9. Reports from Committee of the Whole

9.1 Administration & Finance

- 2020 BIZ Levy Request
- February 2020 Financial Statements

9.2 Fire & Emergency Services

- Budget Amendment – PVC Roof Repairs

9.3 Operations & Infrastructure

- Budget Amendment – Line Painting Contract

9.4 Community Services

- Lease Renewal – Environment and Climate Change Canada
- Lease Renewal – Tbaytel Keewatin Ball field
- Lease Renewal – 89.5 Mix FM Acadia Broadcasting
- Tariff of Fees & Charges Bylaw – Ball Field Rental Rates
- Budget Amendment – Kenora Recreation Centre Fire Suppression System
- Budget Amendment – Library Accessible Entrance
- Budget Amendment - Operations Centre Soundproofing
- Tenders During COVID-19

9.5 Development Services

- Budget Amendment –Growth Management & Vacant Land Supply
- Planning Advisory Committee Terms of Reference
- Tbaytel Negotiations – Use of Municipal Lands on Miikana Way for new tower

10. Housekeeping Resolutions

- Dedicated Gas Tax Letter of Agreement
- FedNor Funding Amendment - Digital Creator Program
- Enabling Accessibility Agreement – Norman Park upgrades
- FedNor Contribution Agreement – Downtown Revitalization Phase IV activities
- LOWDH Agreement – Keewatin Arena
- MMAH Funding Agreement – Municipal Modernization
- NOHFC Funding Agreement – Growth Management and Vacant Land Supply Analysis
- Agreement with Titan Contractors – Municipal Paving
- Agreement with Moncrief Construction – Railway/Park St Construction
- Recreation Centre 4th Quarter Report
- Water Systems Monthly Summary – February 2020

11. Tenders

- Concrete Rehabilitation - Chlorine Contact Chamber at WWTP

12. By-laws

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

- Confirmatory
- 2020 BIZ Levy Request
- Budget Amendment – PVC Roof Repairs
- Budget Amendment – Line Painting Contract
- Lease Renewal – Environment and Climate Change Canada
- Lease Renewal – Tbaytel Keewatin Ball field
- Lease Renewal – 89.5 Mix FM Acadia Broadcasting
- Tariff of Fees & Charges Bylaw – Ball Field Rental Rates
- Budget Amendment – Kenora Recreation Centre Fire Suppression System
- Budget Amendment – Library Accessible Entrance
- Budget Amendment - Operations Centre Soundproofing
- Budget Amendment – Growth Management & Vacant Land Supply
- Planning Advisory Committee Terms of Reference
- Dedicated Gas Tax Letter of Agreement
- FedNor Funding Amendment - Digital Creator Program
- Enabling Accessibility Agreement – Norman Park upgrades
- FedNor Contribution Agreement – Downtown Revitalization Phase IV activities
- LOWDH Agreement – Keewatin Arena
- MMAH Funding Agreement – Municipal Modernization
- NOHFC Funding Agreement – Growth Management and Vacant Land Supply Analysis
- Agreement with Titan Contractors – Municipal Paving
- Agreement with Moncrief Construction – Railway/Park St Construction
- HR Policy #3-08 Employment Classification (approved March 31, 2020 Council)

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 (2 matters – CAO & Mayor 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



April 2, 2020

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

Agenda Item Title:

Dedicated Gas Tax Letter of Agreement

Background Information:

As of October 2004, the Province provided 1 cent/litre of gas tax funds to Ontario municipalities, increasing as of October 2005 to 1.5 cents/litre, and since October 2006 has consistently provided 2 cents/litre annually. In 2013 the Province made a commitment to make Gas Tax funding permanent. The City of Kenora will be eligible to receive an allocation of \$146,259 for this program year. The City received \$150,290 for the previous full year agreement.

The purpose of the Program is to provide dedicated gas tax funds to municipalities to ensure that local public transportation services continue, and to increase overall ridership through the expansion of public transportation capital infrastructure and levels of service. To be eligible to receive dedicated gas tax funds a municipality must contribute financially towards their public transportation services. A municipality receiving dedicated gas tax funds must ensure that all funds received are used exclusively towards the provision of public transportation services and, unless otherwise approved by the Ministry, disbursement of dedicated gas tax funds must be net of any rebate, credit or refund, for which it has received, will receive, or is eligible to receive.

The Ministry is requesting a signed letter of agreement along with a by-law to authorize this program.

Resolution for Council:

That three readings be given to a by-law to authorize the execution of a letter of agreement between the City of Kenora and the Ministry of Transportation with respect to the Dedicated Gas Tax Funds for Public Transportation Program for future years; and further

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

Budget: There is no expected budget impact as a result of this program. Gas tax revenues are intended to support increased municipal public transportation expenditures and not to reduce or replace current levels of municipal public transportation funding.

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

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Charlotte Edie, Manager of Finance/Treasurer

Bylaw Required: Yes



April 16, 2020

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

Agenda Item Title: FedNor Funding Agreement – Digital Creator Program

Background Information:

An agreement was reached between the Corporation of the City of Kenora and FedNor for the provision of the Digital Creator Program in the amount of \$30,713 on March 19, 2019. The City made a request to FedNor for an amendment to this original agreement as a result in delays in hiring a qualified candidate. The completion date will be changed from May 31, 2020 to January 25, 2021.

The Digital Creator North program is a partnership between the Kenora Public Library and the Near North Mobile Media Lab in an effort to encourage young adults living in the region to develop the skills and training necessary to become active participants in the digital economy. The program currently serves youth and teens, but there is an identified need to expand the program for young adults and emerging filmmakers as the industry demands grow. With the recent influx of film and television productions being made in Northern Ontario, Digital Creator North will expand its programming to offer an accessible training environment located at the Kenora Public Library for young adults. This programming will run concurrent to the existing programming with teens and youth. Media disciplines included in the program: video and film production, audio engineering and recording, 3D printing, graphic design and coding/programming. The main location for the program will be at the Keewatin Branch, of the Kenora Public Library with additional off-site programming happening at the main branch in downtown Kenora at the Kenora Public Library. The library was chosen as a partner because of its low-barrier and easy access to the public and an ideal place to conduct structured and unstructured workshops and training sessions.

Resolution for Council:

That three readings be given to a bylaw to execute a project amendment between the Corporation of the City of Kenora and FedNor for the Digital Creator Program; and further

That the Mayor & Acting CAO be authorized to execute this agreement.

Budget: There is no cost to the Kenora Library as this is a fully funded project.

Risk Analysis: Housekeeping

Communication Plan/Notice By-law Requirements: Bylaw

Strategic Plan or Other Guiding Document:

Housekeeping

Briefing By: Heather Pihulak, Manager of Administration/City Clerk

Bylaw Required: Yes



March 25, 2020

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

Agenda Item Title:

Enabling Accessibility Fund – Community Accessibility Stream Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Government of Canada for accessibility improvements at Norman Park. The agreement is now ready for execution by bylaw.

The City of Kenora submitted a grant application under the Enabling Accessibility Fund—Community Accessibility Stream for this project in November 2018. Although the City was unsuccessful in receiving this funding in 2019 for the purpose of an accessible trail and washrooms, the Government of Canada has informed the City that it may still receive the requested dollars for further improvements at the Park.

The \$20,150 contribution will be dedicated to providing accessible parking spaces in front of the splash pad, a pathway from the washroom to the beach and finally, an accessible mat that will allow for wheelchairs to have access from the beach to the water.

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 accessibility improvements at Norman Park; and further

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

Budget: As per the agreement, the Government of Canada will be providing \$20,150 for the purpose of accessibility improvements at Norman Park. The project activities have already been identified in the 2020 Capital Budget.

Risk Analysis:

There is a low level of risk executing this agreement as staff have deemed it to be an opportunity to receive external funding for projects that have already been approved by Council in 2020.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Adam Smith

Bylaw Required: Yes



March 27, 2020

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

Agenda Item Title:

Federal Economic Development Initiative for Northern Ontario (FedNor) Contribution Agreement – Downtown Revitalization Phase IV activities

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Her Majesty the Queen in Right of Canada as represented by the Minister of Industry for the delivery of activities related to the Phase IV Downtown Revitalization Project in the amount of \$4,495,008. 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 Her Majesty the Queen in Right of Canada as represented by the Minister of Industry for the delivery of activities related to the Phase IV Downtown Revitalization Project; and further

That the Mayor & Acting CAO be authorized to execute this agreement.

Budget: Total project cost for Downtown Revitalization Phase IV was \$8,028,630. For the purposes of this agreement, the total budget is \$4,495,008 with FedNor contributing \$1,000,000 to the project. FedNor is specifically supporting road realignment, parking and landscaping activities. A contribution of \$1,000,000 from the Northern Ontario Heritage Fund Corporation was also received for this project.

Risk Analysis: There is a low level of risk in executing this agreement as the funding received will offset costs incurred for Downtown Revitalization Phase IV.

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.

Briefing By: Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



April 14, 2020

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Lease Agreement – LOWDH Keewatin Arena Use

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Lake of the Woods District Hospital for the provision of a temporary isolation centre for vulnerable people at the Keewatin Arena during the COVID-19 pandemic for the term to June 30, 2020 in the amount of \$1.00/month. 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 Lake of the Woods District Hospital for the use of the Keewatin Arena during COVID-19; and further

That the Mayor & Acting CAO be authorized to execute this agreement.

Budget: \$1.00/mo to June 30, 2020

Risk Analysis: There is a significant risk to our community of the spread of COVID-19 should members of our most vulnerable people have the virus. This temporary use of the Keewatin Arena will serve as a strictly regulated, controlled quarantine unit to medically serve the vulnerable population should an outbreak occur.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document: Administrative

Briefing By: Heather Pihulak, Manager of Administration/City Clerk

Bylaw Required: Yes



March 13, 2020

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

Agenda Item Title: Minister of Municipal Affairs and Housing Agreement Authorization

Background Information:

On March 2, 2020, the City was notified that the submission to the Municipal Modernization Program was successful and that the municipality would be receiving up to \$100,000 towards a project for the cost of an independent third-party reviewer to conduct a Service Delivery Review.

The deadline for the signed Transfer Payment Agreement is March 20, 2020, which includes a provision for an interim payment to be made on execution of the agreement. Returning the signed agreement by March 20, 2020 will enable the Ministry to make the payment before the province's fiscal year-end on March 31, 2020. If the Agreement is returned later than the above-noted deadline, the interim payment will be delayed.

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 Government of Ontario for the provision of Municipal Modernization Program Funding in the amount of \$100,000; and further

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

Budget: The Municipal Modernization funding of \$100,000 is expected to cover the anticipated costs of a Service Delivery Review, conducted by a third-party reviewer.

Risk Analysis: There is a low level of risk executing this agreement as the Ontario Government would be funding the entirety of the project.

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, Manager of Development Services

Bylaw Required: Yes



March 24, 2020

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

Agenda Item Title:

Contribution Agreement from Northern Ontario Heritage Fund Corporation – Growth Management and Vacant Land Supply Analysis

Background Information:

An agreement was reached between the Corporation of the City of Kenora and the Province of Ontario for the delivery of the Growth Management and Vacant Land Supply Analysis in the amount of \$60,000. The agreement is now ready for execution by bylaw.

The 2015 City of Kenora Strategic Plan prioritizes the documentation of existing City land, identification of new opportunities and outlining future growth areas. This was further emphasized through the work completed as part of the investment readiness assessment undertaken by the City in 2018. This exercise identified a number of potential opportunities to support investment readiness including the development of a land inventory that would classify available properties.

Upon further best practice research, staff recommended that the City of Kenora undertake a project to conduct a growth management and vacant land supply analysis which would result in the development of updated population and growth projections, a highest and best use analysis for vacant and municipally-owned lands, and the preparation of vacant property profiles to be used in marketing efforts.

Key activities include: developing population and employment projections following key background research and including low, medium and high growth scenarios; developing an inventory of all municipal lands as well as ten privately held/Crown lands; establishing existing uses, constraints and opportunities; engaging with City staff and key local employers; identifying priority sites to investigate further; determining optimal development for priority sites; creating profiles and action plans; delivering a final report.

Council approved an application to the Northern Ontario Heritage Fund Corporation at its May 6, 2019 meeting. The municipality was successful in receiving 75 percent support for the project.

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 Province of Ontario for the delivery of the Growth Management and Vacant Land Supply Analysis; and further

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

Budget: Total project cost is \$53,800 plus HST. The City of Kenora received 75 percent funding from the Northern Ontario Heritage Fund Corporation to a maximum of \$45,000. The total City of Kenora contribution is approximately \$13,700.

Risk Analysis: This recommendation carries a low financial risk that will be managed through routine procedures.

Communication Plan/Notice By-law Requirements: By-law required for agreement execution

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;
- 1-2 The City will ensure Kenora is recognized as being “Open for Business” and facilitating development through streamlining application and approval processes, effectively eliminating any ‘red tape’;
- 1-5 The City will document existing City land, identify new opportunities and future growth areas, and consider putting the appropriate zoning in place for potential future development. This may include land assembly for the purposes of developing business parks intended to clear the way for industrial investment;
- 2-7 The City will encourage and support the development of vacant and transitional lands for uses that support our vision.

Briefing By: Adam Smith, Manager of Development Services
Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



April 15, 2020

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Contract Execution for Municipal Paving Services

Background Information:

City Council has accepted the low bid from Titan Contractors to perform municipal paving services at various locations in the City. It is now in order for the City to enter into an agreement with Titan to perform the works.

A copy of the agreement document is available via the clerk's office.

Resolution for Council:

That further to City Council accepting the bid of Titan Contractors related to the 2020 Municipal Paving Program, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Titan Contractors; and further

That three readings be given to a by-law for this purpose.

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



April 15, 2020

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Contract Execution for Park and Railway Street Rehabilitation Tender

Background Information:

City Council has accepted the low bid from Moncrief Construction to perform the Park and Railway Street Rehabilitation works. It is now in order for the City to enter into an agreement with Moncrief to perform the works.

A copy of the agreement document is available via the clerk's office.

Resolution for Council:

That further to City Council accepting the bid of Moncrief Construction related to the Park and Railway Street rehabilitation works, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Moncrief Construction; and further

That three readings be given to a by-law for this purpose.

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



March 23, 2020

City Council Committee Report

TO: Mayor & Council

FR: Casey Pyykka, Community Program Liaison

RE: Recreation Services – 2019 Q4 Report

Recommendation:

That Council hereby accepts the 2019 Fourth 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.



KENORA
RECREATION
CENTRE
welcome to wellness

Recreation Services Department Quarterly Report

October - December 2019

Welcome to Wellness

CITY OF KENORA

Edge of the Woods

KENORA





Recreation Services Department

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.

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.

This report has been generated based on the activities and data collected during the period of October – December 2019.

Participant Visits by Activity

ACTIVITY	October - December 2018	Year End 2018	October - December 2019	Year End 2019
Lane Swim	1740	5727	2382	6650
Tot Swim	1068	3066	946	3267
WaterFit	1306	4308	1197	3848
GentleFit	546	1709	333	1475
Schools	5361	16,237	4959	15,920
Public Swims	5410	17,388	6556	21,551
Family Swims	1050	3062	1216	3794
Rentals	1139	3437	895	2806
Swim Lessons	1012	4674	1579	5371
Life Saving Society Programs	389	1473	114	435
Special Olympics	89	272	124	343
Kenora Swimming Sharks/Kenora Borealis	1260	3536	1689	4294
Other (Special Programming)	303	1902	316	1454
Hot Tub	5210	15,222	5707	21,343
Pool Totals	25,883	82,013	28,013	92,551
Walking Track	3761	11,858	3189	11,068
Open Ice	1107	2523	1413	2826
Fitness Centre	13,391	58,888	13,323	55,785
Group Fitness	2801	8831	2399	8812
Facility Total	46,943	164,113	48,337	171,042

Facility Rental Hours

Facility Booking in Hours	October - December 2018	Year End 2018	October - December 2019	Year End 2019
Thistle Rink	1250.58 hours	2676.58 hours	1087 hours	2594.5 hours
Keewatin Memorial Arena	861 hours	2378.75 hours	853.5 hours	2265.25 hours
Recreation Facility Rooms	236.5 hours	1141.5hours	318.75 hours	1331.52 hours
Dry Pad	0	458 hours	0 hours	502.66 hours

106.47 hours used by City staff

59 hours used by community groups supported by the City of Kenora

242.75 used by the New Horizon Senior Centre

309 hours of Fitness classes

Membership and Package Sales

Membership Type	October - December 2018	Year End 2018	October - December 2019	Year End 2019
Annual	41	184	51	208
Post-Secondary	32	45	19	48
90 Day	191	742	126	642
NEW 1 Month	-	-	54	79
NEW 6 Month	-	-	20	36
10 Visit Passes	124	549	149	587
25 Visit Passes	351	1570	254	1267
Instructional Program 10 and 25 Visit Passes	43	151	38	131

* Membership rates increased in September 2019

Parking Revenue

Parking Duration	October - December 2018	Year End 2018	October - December 2019	Year End 2019
Seasonal (\$390)	0	9	0	10
Month (\$130)	0	11	0	15 9 Monthly day use
Week (\$35)	7	225	1	263
Overnight (\$7)	27	1553	17	1920

Ball Diamond Rentals

Ball Diamond Bookings in Hours	October - December 2018	Year End 2018	October - December 2019	Year End 2019
Kenora Recreation Centre	0 hours	1084 hours	1 hour	1025.33 hours
Millennium Park (A&W)	0 hours	559 hours	0 hours	573.5 hours
Kenora Central Park	0 hours	311.5 hours	0 hours	333.5 hours
Portage Bay (Keewatin)	0 hours	438.5 hours	0 hours	420.5 hours
Co-Op Ball Diamonds (Jaffray Melick)	0 hours	0 hours	0 hours	0 hours
Total	0 hours	2393 hours	0 hours	2351.83 hours

* Jaffray Melick baseball fields closed for another season to allow outfield grass to grow

Special Events

Toronto Maple Leaf Alumni Gave vs Kenora Thistles	Kenora AA Atom Thistles Tournament
Lake of the Woods Girl Hockey Tournament	Kenora AA PeeWee Thistles Tournament
Lake of the Woods Minor Hockey Tournament - Bantam	Beaver Brae Highschool Girls Hockey Tournament

Partnered Events

People First donation for Chinese Auction	St. Louis Christmas Concert to raise money for children's programs
Triple PLAY Christmas Pot Luck	

Programs / Activities

October Group Fitness Classes	28 Group Fitness Classes
October Chair Yoga - Tuesdays	15 Participants
October Promotion – Trick or Treat passes	2900 passes sold
October 21 st – PD Day	\$3 Family Swim \$3 Public Swim \$3 Public Skate \$3 14+ Open Hockey
October 21 st PD Day Awesome Adventures Day Camp	17 participants enrolled
November Group Fitness Classes	29 Group Fitness classes New Essentrics/Pilates Thursday Evening Pop Up classes Monday November 18 th & 25 th
Bring a Friend to Group Fitness – November only	Monday Bootcamp class Tuesday Move N Stretch class Wednesday Spin class Thursday Kickin' Core class
November 6 – TA Wellness Fair	Attended: Casey Pyykka
Late Fall Swim Registration	Swim & Play 3 – 12 months: 6 enrolled Red Cross Parented Preschool: 12 enrolled Red Cross Preschool T/TH: 42 enrolled Red Cross Swim Kids T/TH: 27 enrolled NeeChee Swim & Play: 4 enrolled Teen/Adult Lessons: 2 enrolled Lifesaving Society Swim Patrol: 3 enrolled Lifesaving Society Bronze Medallion: 10 enrolled
November 22 – PD Day	\$3 Family Swim \$3 Public Swim \$3 Kids Yoga Dance Class \$3 Public Skate
November 22 nd PD Day Awesome Adventures Day Camp	16 participants enrolled
December Group Fitness Classes	30 classes NEW: Groove 4:10pm class on Mondays
Christmas Promotion – 30 days of Fitness for \$30	
School Board Swimming Lessons	392 participants
Sponsored New Year's Even Swim & Skate	Sponsored Free Swim & Skate by the Kenora Rotary Club

Staff Training

Supervisory Leadership Training	Attended: Josh Nelson, Aaron Eisler & Casey Pyykka
OPP Presentation on Opioids	Attended: Maintenance, desk staff and Darby Spicer
Indigenous Protocol Training	Attended: Casey Pyykka, Josh Nelson
Youth Wellness Hub Training	Attended: Casey Pyykka
Lifesaving Society Bronze Cross	Attended: Raya Lebel
Lifesaving Society National Lifeguard	Attended: Anna Schaub
High FIVE Principles of Healthy Child Development	Attended: Kate Friesen – Kroeker, Amelia Illman, Anna Schaub, Caelyn Taylor, Raya Lebel, Everett Grienke, Chloe Schatzler, Kate Chmeliuk, Anwyn Friesen - Kroeker
High FIVE Quest 1 for Principles of Healthy Aging	Attended: Crystal Stokes
Parks Ontario Recreation Aquatics Conference	Attended: Crystal Stokes
Safe Plant Room Entry	Attended: Maintenance Operartors

Facility Updates

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

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.

- TSSA inspection on pressure vessels/chillers at the Kenora Recreation Centre & Keewatin Memorial Arena
- Installed a 2 inch waterline feed from Wellness Centre to Arena

- Installed new hot water heating system in arena that was damaged due to snow slide off of roof in April 2019
- Installed new pool control system for 3 pools
- Install new fire alarm system at the Kenora Recreation Centre
- An engineer assessed the Press box for load and safety issues
- Install flooring in front of change room entrance way
- Installed new exhaust system in Kenora Recreation Centre Zamboni for charging electric batteries of the Engo
- Oakwood roofing began metal roofing project to replace damages from snow slide. They added new snow stops and ease trove to East Side of building
- Lane pool stand pipe broke; staff repaired with no disruption to pool activities and loss of revenue
- New air intake for air handling unit was installed
- PA system to Wellness part of building was repaired and put back into service



April 6, 2020

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: 2020 Water & Wastewater Systems Monthly Summary Report – February

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 2020 Water and Wastewater Systems Monthly Summary Report for February.

Resolution for Council:

That Council of the City of Kenora hereby accepts the February 2020 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

February 2020

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 February 2020 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:

- February 2
- February 10
- February 18
- February 24

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced seat on #2 filter effluent valve.
- Replaced resolving unit in #2 filter effluent actuator.
- Collected filter media samples for lab analysis
- Commissioned new pump #3 at Norman booster station.
- Greased pumps at Zone 3 and 4, Norman and Brinkman boosters.

2.4 Training

- All operators attended defensive driving training.

2.5 Water Quality Complaints

- There were no water quality complaints for the month of February.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- February 3-5 – Dug and replaced three curb stops at: 1121 Minto Avenue (Apartments).
- February 18-19 – Dug and repaired leaking hydrant at: 143 Regina Avenue.
- February 28 – Dug and repaired service leak at: 1131 Minto Avenue.

3.1.2. Wastewater Collection

- February 2 – Rodded plugged sewer at: 1237 Ninth Street North.
- February 10 – Rodded plugged sewer at: 539 Second Street South.
- February 13 – Rodded plugged sewer at: 722 River Drive.
- February 13 – Rodded plugged sewer at: 318 Main Street North.
- February 14 – Rodded plugged sewer at 37 Regina Avenue.
- February 17 – Replaced grinder pump at 12 Universal Drive.
- February 18 – Rodded and flushed plugged sewer at: 132 Matheson Street North.
- February 19 – Televised sewer at 1271 Heenan Place.
- February 19 – Rodded plugged sewer at: 709 St Clair Street.
- February 20 – Rodded plugged sewer at: 1225 Minto Avenue.
- February 20 – Replaced grinder pump at: 25 Birchwood Crescent.
- February 21 – Replaced grinder pump at: 8 Birchwood Drive.
- February 23 – Rodded plugged sewer at: 813 Second Street South.
- February 23 – Rodded plugged sewer at: 20 Mellick Avenue.
- February 26 – Rodded plugged sewer at: 734 Park Street.
- February 27 – Rodded plugged sewer at: 1221 HWY 17 West (Keystone Lock and Safe).
- February 27 – Dug and repaired grinder pump canister at: 231 Rabbit Lake Road.

3.1.3. Water Thaws:

	February 2019	February 2020
City	27	5
Private	12	2

3.2 Training

- Majority of staff attended full day training on “Defensive Driving”.
- Two staff attended full day HR Supervisory training on “Fit for Work”.

3.3 Water Quality Complaints

- There were no quality complaint for the month of February, see item #2.5 for further details.

3.4 Boil Water Advisory(s) - 2020

- There was no Boil Water Advisory issued for the month of February.

3.5 Other Information

- There is no further information to report for the month of February.

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 February 18, 2020 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 135[mg/L]
- b. Total BOD Final Effluent: 7.6 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 145 [mg/ L]
- d. Total Suspended Solids Final Effluent: 10.4 [mg/ L] - limit is 25 [mg/L]

4.2.2. **Weekly** - Final Effluent Bacti Samples sent to ALS Laboratory on February 4, 11, 18, 25, 2020 - Results: Organisms/100 ml

- a. Geometric Means from samples in February: 16.81 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 16.81 organisms/100 mL, which is within the limit of 200 organisms/100 mL. Plant final effluent BOD was 7.6 p.p.m., and final effluent T.S.S. was 10.4 p.p.m., both well within the C of A requirements.

4.3 Maintenance

- Sludge press maintenance (clean and grease) 700 building.
- UV maintenance greased and lime away bank A for disinfection.
- Installed new probe for UV disinfection in the 300 building.
- Dewatering sludge press maintenance in the 700 building.
- Electrician replaced breaker for grit removal in the 100 building.
- Greased barscreen, grit removal, and organic return in the 100 building.

4.4 Training

- Defensive driving and ladder safety.

4.5 Other Information

- Health and Safety inspection was conducted on February 7, 2020.

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2019

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.	163,811	159,863	204,602	318,649	261,392	221,168	272,857	238,683	346,346	492,203	226,130	196,218	
Maximum Daily Influent Flow	m ³ /day	5,895	6,062	8,888	14,687	9,974	13,019	13,929	13,457	19,556	29,565	9,109	6,999	
Minimum Daily Influent Flow	m ³ /day	4,870	5,128	5,647	6,572	7,467	6,054	6,301	6,435	8,262	9,205	6,164	5,859	
Average Daily Influent Flow	m ³ /day	5,284	5,709	6,600	10,621	8,432	7,372	8,802	7,699	11,544	15,877	7,537	6,329	
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	162,844	152,200	191,435	294,256	236,233	210,140	250,001	222,758	313,079	438,136	205,453	181,013	
Average Daily Flow	m ³ /day	5,253	5,436	6,175	9,809	7,620	7,005	8,065	7,185	10,435	14,133	6,848	5,839	
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		5	4	4	5	4	4	5	4	4	5	4	4	
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	
Number of Treated Samples Taken		5	4	4	5	4	4	5	4	4	5	4	4	
Geometric Means (Bacti Samples)		10	10	10	10	10	10	15.52	10	22.79	22.21	10	10	
Sludge Hauled to Landfill	m ³ /mon	205.2	228	239.4	273.6	307.8	193.8	319.2	250.8	228	216	262.2	205	
<u>Callouts</u>														
		1	0	1	2	0	6	7	8	9	4	0	21	