



## **AGENDA**

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

**Tuesday, June 16, 2020  
12:00 p.m.  
City Hall Council Chambers**

Pandemic, Council met electronically as permitted by Council's Procedural Bylaw. 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 Van Walleggem**

#### **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:

- Amend its 2020 Capital Budget in the amount of \$28,798.59 for the purchase of a new Bylaw Enforcement vehicle
  - Authorize the application of section 418.1 of the *Municipal Act, 2001* to it, as a Founding Municipality in the Prudent Investor Board
- Adopt a new Tariff of Fees and Charges By-Law Number to give effect to rates outlined in the revised Schedule "A and Schedule E" pertaining outdoor patios
- Amend the 2020 Operating & Capital Budget to withdraw funds from the Equipment Reserve in the amount of \$47,000.00 for the purchase of a 2021 Plow/Sander/Dump Truck and a 2021 Sander/Dump truck

#### **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 19, 2020

#### **6. Presentations/Deputations**

- Charlene Kissick, Community Project Planner, All Nations Hospital Project

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

- Budget Amendment - Plow/Sander/Dump Truck and Sander/Dump Truck Purchase

## **8. Appointments**

- None

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

### **9.1 Administration & Finance**

- April 2020 Financial Statements
- Prudent Investor Founding Municipality Enabling Bylaw
- Municipal Asset Management Grant Application
- Municipal Insurance Renewal
- Budget Amendment – Bylaw Enforcement Vehicle

### **9.2 Fire & Emergency Services**

- No Reports

### **9.3 Operations & Infrastructure**

- Wauzhushk Onigum Nation Water and Sewer Agreement

### **9.4 Community Services**

- Lake Navigation (Kenora) Ltd. Lease Agreement
- Concessions for City of Kenora Tenants Impacted by COVID-19

### **9.5 Development Services**

- Variance Application to the City Sign Bylaw-Market Square
- Outdoor Commercial Patios

## **10. Housekeeping Resolutions**

- Agreement with Ministry of Training & Colleges - Adjustment Advisory Centre
- City Planner Appointment Repeal
- April 2020 Water & Wastewater Systems Monthly Summary

## **11. Tenders**

- None

## **12. By-laws**

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

- Confirmatory
- Prudent Investor Founding Municipality Enabling Bylaw
- Budget Amendment – Bylaw Enforcement Vehicle
- Wauzhushk Onigum Nation Water and Sewer Agreement
- Lake Navigation (Kenora) Ltd. Lease Agreement
- Outdoor Commercial Patio Policy #DS-6-2 Amendment

- Adopt a new Tariff of Fees & Charges Bylaw – Schedule A & E – Outdoor Patios
- Agreement with Ministry of Training & Colleges - Adjustment Advisory Centre
- City Planner Appointment Repeal
- Budget Amendment - Plow/Sander/Dump Truck and Sander/Dump Truck Purchase

### 13. Notices of Motion

### 14. Proclamations

- None

### 15. Announcements (non-action)

### 16. Adjourn to a Closed Session

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization for Council to move into a Closed Session to discuss items pertaining to the following: -

- i) Education & Training Members of Council (3 matters – CAO, Mayor, Development Services updates)
- ii) Disposition of Land (2 matters-Town Island Sale & KDSB Project)
- iii) Labour Relations (CAO Recruitment)

### 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



June 8, 2020

## City Council Committee Report

**To: Mayor and Council**

**Fr: Jerry Derouard, Fleet Division Lead**

**Re: Plow/Sander/Dump Truck and Sander/Dump Truck**

### **Recommendation:**

That Council hereby approves an additional allocation of \$47,000.00 to be funded through the Equipment Reserve for the purchase of a 2021 Plow/Sander/Dump Truck and a 2021 Sander/Dump truck; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2020 Operating & Capital Budget at its June 16, 2020 meeting to withdraw funds from the Equipment Reserve in the amount of \$47,000.00 to offset the cost of these purchases; and further

That Council give three readings to a by-law to amend the 2020 budget for this purpose.

### **Background:**

These trucks were approved in the 2020 capital budget, unfortunately both units tendered over budget. These units allow the road department to maintain their high level of service during all four seasons that the Kenora area experiences, with all the new updated technology that is available. The previous units use a chain drive system that is prone to seizing and breakage. This creates significant down time for the Roads Division due to the poor design and the resulting need for frequent repairs. The new trucks being ordered use a different technology (a conveyor belt system) that should reduce breakdowns and improve the efficiency of the Roads Department.

**Budget:** Adjustments to the 2020 Equipment Reserve are required for the purchase of a plow/sander/dump truck and a sander/dump truck.

### **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:**



June 5, 2020

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Repeal of Planner Appointment Bylaw

**Background Information:**

Devon McCloskey is no longer the City Planner and therefore the bylaw for her appointment is now required to be repealed.

**Resolution for Council:**

That Council hereby repeals bylaw 87-2016, a bylaw to appoint a City Planner for the City of Kenora.

**Budget:** N/A

**Risk Analysis:** N/A

**Communication Plan/Notice By-law Requirements:** N/A

**Strategic Plan or Other Guiding Document:** N/A

**Briefing By:** Adam Smith, Manager of Development Services

**Bylaw Required:** Yes



June 3, 2020

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

**Agenda Item Title:** Adjustment Advisory Program Agreement

### **Background Information:**

The City of Kenora was contacted to participate in a joint planning initiative for the Kenora Forest Products displaced workers as a result of the closure of the mill in late 2019. In partnership with the Ministry of Labour, Training and Skills Development and the Unifor Union for the workers, a committee structure is established along with staffing levels, physical office space and strategies to assist the affected workers.

The Adjustment Advisory Program is delivered by the Ministry of Labour, Training and Skills Development and provides adjustment process support for workers and community partners affected by economic and labour market change. Through this program, a labour adjustment committee is established alongside an Action Centre that is intended to operate for a period of a maximum of 52 weeks in duration.

This project will provide activities and services to workers impacted by the Kenora Forest Products layoffs utilizing a holistic approach to service delivery and a peer support model. The Action Centre will have two full time staff, who will report to a joint board that administers program objectives. The City will have a representative on that board as a partner in the project, but the Action Centre employees are employees of that board.

An agreement was reached between the Corporation of the City of Kenora and her Majesty the Queen in right of Ontario as represented by the Minister of Labour, Training and Skills Development for the purposes of establishing a Labour Adjustment Committee for the term of June 1, 2020 – May 30, 2021 in the amount of \$330,280. 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 Ontario as represented by the Minister of Labour, Training and Skills Development for the purposes of establishing a Labour Adjustment Committee; and further

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

**Budget:** Total budget is \$330,280 which is 100 percent funded by the Ministry of Labour, Training and Skills Development. The City of Kenora is providing in-kind services through the Finance department to process payroll and payables as well as potentially furniture and/or equipment that would be returned at the end of the 12 month period.

**Risk Analysis:** There is low financial risk in executing this agreement as it will allow the program to move forward.

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

**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.

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**Briefing By:** Megan Dokuchie, Economic Development Officer

**Bylaw Required:** Yes





May 21, 2020

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

**Agenda Item Title:** 2020 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 2020 Water and Wastewater Systems Monthly Summary Report for April.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the April 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**

April 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 April 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:

- April 6
- April 14
- April 20
- April 27

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Emptied and cleaned polymer mixing tank.
- Reinstalled repaired actuator on filter #2 effluent valve.
- Replaced desiccant in filters 2, 3 and 4 turbidimeters.
- Installed and commissioned new flow transmitter on filter #2.
- Installed new chlorine analyzer at trim chlorine sampling point.
- Repaired leak and replaced drain plug on WTP generator cooling system.

### **2.4 Training**

- No training took place in April.

### **2.5 Water Quality Complaints**

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

**2.6 Other Information**

- Distribution chlorine residuals were collected on a weekly basis.
- Quarterly samples were collected for nitrate/nitrite, trihalomethanes and haloacetic acids.

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

**3.1 Maintenance**

**3.1.1. Water Distribution**

There was no water main or water service breaks to report.

**3.1.2. Wastewater Collection**

- April 1 – Replaced grinder pump at: 418 Rabbit Lake Road.
- April 8 – Replaced grinder pump at: 1460 Valley Drive.
- April 9 – Replaced grinder pump at: 332 Rabbit Lake Road.
- April 16 – Rodded plugged sewer from the City side at 428 Third Street South.

**3.1.3. Water Thaws:**

	April 2019	April 2020
City	1	0
Private	0	0

**3.2 Training**

- There was no training in the month of April.

**3.3 Water Quality Complaints**

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

**3.4 Boil Water Advisory(s) – 2020**

**Date and Location**

- April 23 – To all residents of Coney Island Summer Service.

**3.5 Other Information**

- Cameron Slusarczyk joined the Division as the new electrician.

**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 April 21, 2020 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- a. Raw Sewage – Total BOD<sub>5</sub> (biological oxygen demand): 140[mg/L]
- b. Final Treatment Effluent – Total CBOD<sub>5</sub> (carbonaceous biological oxygen demand): 4.6 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 76 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 2.5 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on April 7, 14, 21, 28 for E. Coli. are:

- a. Geometric Means of the samples in April was 4.33 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 4.33 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 4.6 p.p.m., and final effluent T.S.S. was 2.5 p.p.m., both well within the C of A requirements.

**4.3 Maintenance**

- 4.3.1 Sludge press maintenance (clean and grease) 700 building.
- 4.3.2 Finished bulb replacement on bank A in the 300 building.
- 4.3.3 Partially drain West clarifier and repaired leaky scum box.
- 4.3.4 Replaced belts on north dewatering sludge press in the 700 building.
- 4.3.5 Greased South screw pump upper bearing in the 200 building.
- 4.3.6 Cummins here for their semiannual inspection and test for both generators.
- 4.3.7 Cleaned weirs and effluent troughs in both clarifiers.
- 4.3.8 Cleaned both scum pits for both clarifiers.

**4.4 Training**

- No training.

**4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on April 15, 2020.





