



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, September 15, 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:

- 2019 Budget Amendments Approved by Deputy Treasurer or Treasurer
- Amend the 2020 Capital and Operating Budget for the following:
 - \$12,000 to be funded through the Art Centre capital donation commitments to upgrade the heating and cooling control controllers at the Art Centre
 - \$48,800 to be funded through the Keewatin Memorial Arena reserve to replace the ice plant processor in the Keewatin Memorial Arena
 - \$30,000 to be funded through contingency reserves to construct a new office space at the entrance of the Operations Centre
 - \$15,000 to be funded through contingency reserves to repair the Whitecap Pavilion skylight
- Declare City owned lands a portion of Old Government Road, legally described as Part 1 23R-14761 as surplus to the requirements of the Municipality.

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 – August 25, 2025

6. Presentations/Deputations

- None

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Administration & Finance

- July 2020 Financial Statements
- 2020 Capital and Unusual Spending
- 2019 Budget Amendments Approved by Deputy Treasurer or Treasurer
- Water and Sewer Long Range Financial Plan

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- No Reports

9.4 Community Services

- Budget Amendment – Art Centre Thermostat Controller
- Budget Amendment – Keewatin Memorial Arena Compressor
- Budget Amendment – Office Renovation – Operations Centre
- Budget Amendment – Whitecap Pavilion Skylight
- Keewatin Memorial Arena Concession Lease Agreement
- Kenora Physiotherapy Lease Renewal Agreement

9.5 Development Services

- Acquisition of Land – Former Jaffray Melick Office Site
- Harbourfront Business Development Implementation Plan Funding Application
- Closure of Roads and Declaration of Surplus Land – Lana Richards

10. Housekeeping Resolutions

- 2020 Summer Student Bylaw Enforcement Officer Appointment Extensions
- NWBC Digital Main Street Agreement
- July Water and Wastewater System Monthly Summary

11. Tenders

- None

12. By-laws

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

- Confirmatory
- 2019 Budget Amendments Approved by Deputy Treasurer or Treasurer
- Budget Amendment – Art Centre Thermostat Controller
- Budget Amendment – Keewatin Memorial Arena Compressor
- Budget Amendment – Whitecap Pavilion Skylight
- Keewatin Memorial Arena Concession Lease Agreement

- Kenora Physiotherapy Lease Renewal Agreement
- Closure of Roads and Declaration of Surplus Land – Lana Richards
- 2020 Summer Student Bylaw Enforcement Officer Appointment Extensions
- NWBC Digital Main Street Agreement

13. Notices of Motion

- None

14. Proclamations

- Rail Safety Week
- Franco-Ontarian Day

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 – Development Services, CAO and Mayor Updates)
- ii) **Disposition of Land** (1 matter – KDSB Development)

17. Adjourn Meeting

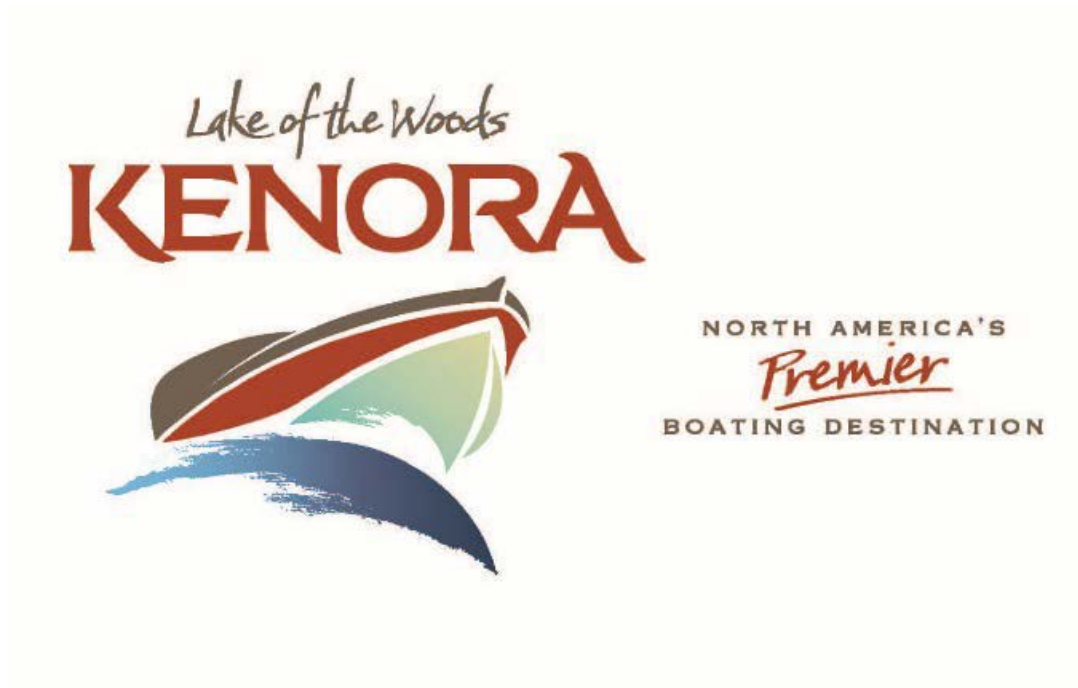
Information on Voting by Mayor & Council under The Municipal Act, 2001

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



September 1, 2020

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

Agenda Item Title: Appointment Extensions - Summer Student Bylaw Enforcement Officers

Background Information:

Council approved the return of two bylaw officer summer student positions to assist with enforcing our bylaws throughout the City, focusing on parking and docking during the busy summer months. Their current appointments as student bylaw enforcement officers will expire on September 15, 2020.

There has been a vacancy of a full time bylaw officer since a retirement in May and the position has just recently been filled of which the new employee starts with the City on September 21, 2020. Our two bylaw enforcement officer students have now began their post-secondary classes but are doing so virtually this semester due to COVID-19 and can be available to work as their schedules permit. There are still several pending files and projects within the bylaw enforcement department due to the busy summer months amidst the full time staff member shortage. It is preferred to keep the two students on staff for an additional month, provided there is work for the duration, to assist with the completion of these projects while the new full-time officer is being mentored and trained.

Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw. This report is to extend the appointment our 2020 summer students, Rhett Zurkan & Chase Birch to October 15, 2020.

Resolution for Council:

That Council hereby extends the appointment of Rhett Zurkan and Chase Birch as summer student By-Law Enforcement Officers in and for the City of Kenora under the authority of the Police Services Act; and further

That this appointment extension is hereby authorized for the period of September 15, 2020 to October 15, 2020.

Budget: wages to cover the extended positions are from vacant full-time officer position included in the 2020 operating budget

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

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: administrative only

Briefing By: Heather Lajeunesse, Enforcement Division Lead

Bylaw Required: Yes



August 31, 2020

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Northwest Business Centre Agreement with Ontario Business Improvement Area (OBIAA) Association

Background Information:

The Northwest Business Centre has been awarded the Digital Service Squad Grant to service the Kenora and Rainy River Districts. The Digital Service Squad Program is funded by FedDev Ontario and the Province of Ontario in partnership with OBIAA, and focused on creating Service Squads that provide one-on-one assistance to main street small businesses across the province with their adaptation of technology. This program will allow for two, part-time contract workers (squad members) to be hired to provide training, advisory support and grant support to businesses located in various BIA's and commercially zoned areas across the Kenora and Rainy River Districts.

The two squad members will assist businesses through the Digital Transformation Grant and qualifying businesses will be eligible for a \$2,500 that can cover costs for digital marketing, website (design or improvement to an existing website) and software (including productivity, social media, security and graphic design). It is anticipated that 97 businesses will work with the Squad Members by January 15, 2021. This program funding covers the complete costs related to the program delivery.

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 Ontario Business Improvement Area Association for the Digital Service Squad Program; and further

That the Mayor and Clerk be authorized to execute these agreements.

Budget: Funding: \$24,250 to January 15, 2021.

Risk Analysis: There is Moderate Risk associated with the approval of this agreement as per the City of Kenora's Risk Management Matrix as the Manager of the NWBC interacts with the Senior Management Team for signing authority and annual review and monitoring of programs.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document:

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

1-3: The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs.



Briefing By: Allyson Pele, Manager of Northwest Business Centre

Bylaw Required: Yes



August 27, 2020

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

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

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 July.

Resolution for Council:

That Council of the City of Kenora hereby accepts the July 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, 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**

July 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 July 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:

- July 6
- July 13
- July 20
- July 27

One routine sample on July 6 had a count of two Total Coliform. Resample as per Reg 170 showed no Total Coliform. Most likely an issue with sample collection.

2.3 Maintenance

- Replaced flange gasket on air blower line in clarifier.
- Cleaned fluoride analyzer.
- Cleaned sight glasses on clarifier vacuum pumps.
- Cleaned and flushed alum meter.
- Cleaned and calibrated clearwell influent analyzer.

2.4 Training

- No training took place in July.

2.5 Water Quality Complaints

- There was one water quality complaint in July. Resident complained of a sewer smell while running water. Operator could not detect a smell while investigating. Potential venting issue within home plumbing. Resident will call again if issue continues.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Superchlorination tested and bactis collected for new construction on Park St.
- AutomationNow on site to commission #2 highlift VFD.
- Collected microcystin samples for algal monitoring program.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- July 6-7 – Dug and repaired broken watermain at 715 First Street South.
- July 15-16 – Dug and repaired broken watermain valve at: 470 First Avenue South.
- July 22 – Dug and repaired water service line at: 88 Darlington Drive.
- July 28 – Dug and repaired water service at: 300 Rabbit Lake Road.

3.1.2. Wastewater Collection

- July 3 – Dug and repaired grinder pump at: 422 Rabbit Lake Road
- July 20 – Rodded plugged sewer at: 603 Third Street South.
- July 26 – Rodded plugged sewer at: 209 Seventh Street South.
- July 26 – Rodded plugged sewer at: 91 First Avenue West.
- July 27 – Rodded plugged sewer at: 906 Sixth Street South.
- July 27 – Dug and repaired sewer service at: 906 Sixth Street South.
- July 28 – Replaced grinder pump at: 123 Rabbit Lake Road.
- July 31 – Rodded plugged sewer at: 207 Eighth Avenue South.

3.1.3. Water Thaws:

	July 2019	July 2020
City	0	0
Private	0	0

3.2 Training

- There was no training in the month of July.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) – 2020

Date and Location

- July 10 – One (1) location on First Avenue South.
- July 21 – Seven (7) residents on Park Street.

3.5 Other Information

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

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

- a. Raw Sewage – Total BOD₅ (biological oxygen demand): 80[mg/L]
- b. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 4.7 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 138 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 7.5 [mg/L] – limit is 25 [mg/L].

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

- a. Geometric Means of the samples in July was 9.67organisms/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 9.67 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 4.7 p.p.m., and final effluent T.S.S. was 7.5 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 Replaced belts on south sludge dewatering press in the 700 building.
- 4.3.3 KEM construction started the concrete rehabilitation.
- 4.3.4 Lake of the Woods Electric finished the defects from the infrared scan.
- 4.3.5 Greased and lime away bank A for the UV disinfection.
- 4.3.6 Replaced two bearings on the exhaust fan on the 500 building.
- 4.3.7 Lake of the Woods Electric replaced three outside lights to LED lights.
- 4.3.8 Greased scum pump in the 300 building.

4.4 Training

- No training.

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on July 23, 2020.

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2020

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.	182,766	167,004	196,433	236,210	222,161	321,521	206,069						1532164
Maximum Daily Influent Flow	m ³ /day	6,213	6,070	8,086	10,169	8,174	28,778	8,379						75869
Minimum Daily Influent Flow	m ³ /day	5,563	5,441	5,531	6,736	6,299	5,935	5,845						41350
Average Daily Influent Flow	m ³ /day	5,896	5,759	6,337	7,874	7,166	10,717	6,647						50396
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	169,696	151,757	174,390	205,527	190,124	282,420	280,933						1454847
Average Daily Flow	m ³ /day	5,474	5,233	5,625	6,851	6,133	9,414	9,062						47792
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														0
Number of Raw Samples Taken		1	1	1	1	1	1	1						7
Number of Treated Samples Taken		5	4	5	4	4	5	4						31
Geometric Means (Bacti Samples)		26.67	16.81	3.68	4.33	7.2	40.76	9.67						109.12
Sludge Hauled to Landfill	m ³ /mon	319.2	273.6	262.2	285	353.4	319	102.6						1915
<u>Callouts</u>														
		9	0	0	0	0	2	3						14

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
Influent Flow														
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	3,101,922
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	151,140
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	77,964
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	101,806
Effluent Flow														
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	2,857,548
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	93,803
Samples														
Weekly Bacteriological --ALS Labs		5	4	4	5	4	4	5	4	4	5	4	4	52
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		5	4	4	5	4	4	5	4	4	5	4	4	52
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	2,929
Callouts														
		1	0	1	2	0	6	7	8	9	4	0	21	59

P R O C L A M A T I O N

Rail Safety Week September 21 – 27, 2020

Whereas Rail Safety Week is to be held across Canada from September 21 to 27, 2020; and

Whereas it is in the public's interest to raise citizen's awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

Therefore be it resolved that the week of September 21-27, 2020 to be hereby proclaimed as 'Rail Safety Week' in the City of Kenora.

**Proclaimed at the City of Kenora this
15th day of September, 2020**



Mayor Daniel Reynard



P R O C L A M A T I O N

Franco-Ontarian Day September 25, 2020

WHEREAS by the virtue of the Franco-Ontarian Day Act, which was legislated on April 26th, 2010, it is declared that September 25th of each year be recognized as Franco-Ontarian Day throughout the province of Ontario; and

WHEREAS September 25th is the anniversary of the first raising of the Franco-Ontarian flag and it represents over 400 years of French presence in Ontario; and

WHEREAS there are more than 600,000 Francophones in Ontario, the largest Francophone community outside of Quebec; and

WHEREAS Franco-Ontarian Day has become an annual occasion to celebrate the Francophone Community:

Now Therefore, I, Daniel Reynard, Mayor for the City of Kenora, do hereby proclaim September 25th, 2020 as **Franco-Ontarian Day** in and for the City of Kenora.

Proclaimed at the City of Kenora this 15th day of September, 2020

Mayor Daniel Reynard