



## **AGENDA**

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

**Wednesday, April 19, 2023**

**5:00 p.m.**

**City Hall Council Chambers**

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

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**1. Call to Order**

**2. Blessing and Land Acknowledgment – Councillor Moncrief**

**3. Public Information Notices**

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

- Authorize the 2023 Council Remuneration

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

Any Members of Council to declare any Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

**5. Confirmation of Previous Council Minutes**

- Regular Council – March 22, 2023

**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 Corporate Services / Finance / Human Resources**

- 2023-2026 Multi-Year Accessibility Plan
- Accessibility Advisory Committee Terms of Reference
- Sustainability Advisory Committee Terms of Reference
- Council 2023 Remuneration

## 9.2 Fire & Emergency Services

- No Reports

## 9.3 Engineering & Infrastructure

- No Reports

## 9.4 Community Services

- No Reports

## 9.5 Development Services

- Building Officials Appointment
- Short Term Accommodation Options
- D09-23-01 Official Plan Amendment – City Wide Bill 23 impacts
- D14-23-02 Zoning Bylaw Amendment – Policy implementation of OPA
- D14-23-03 Zoning Bylaw Amendment – 1439 Railway Street

## 10. Housekeeping Resolutions

- Final 2022 Council Remuneration reporting
- Health and Safety Policy Statements
- NOHFC Phase 2 Funding Application
- Private Road Agreement – 2839441 Ontario Inc
- Planning Advisory Committee – Secretary Treasurer Appointment
- Water & Wastewater Monthly Summary – February 2023
- Various Agreements

## 11. Tenders (Information Only)

- LMD Contracting –supply and installation of six metal roofs (\$118,700.00+ HST)
- Titan Contracting – Pocket park servicing works (\$65,112.00+HST)
- Titan Contracting – Municipal paving program (\$3,948,071.09+HST)
- Moncrief Construction – Sewer and Water reconstruction (\$2,481,173.58+HST)
- M & L Supply, Fire & Safety – Fire supplies (\$332,836.56+HST)
- Boyer Truck Sales – U body sander/dump truck (\$313,709.00+HST)
- Verne Reimer Architect–Architectural Engineering-ice slab replacement (\$61,100.00+HST)

## 12. By-laws

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

- Confirmation
- Accessibility Advisory Committee Terms of Reference
- Sustainability Advisory Committee Terms of Reference
- Council 2023 Remuneration
- Building Officials Appointment
- D09-23-01 Official Plan Amendment – City Wide Bill 23 impacts
- D14-23-02 Zoning Bylaw Amendment – Policy implementation of OPA
- D14-23-03 Zoning Bylaw Amendment – 1439 Railway Street
- Private Road Agreement – 2839441 Ontario Inc
- Planning Advisory Committee – Secretary Treasurer Appointment

- Agreement with LMD Contracting – metal roofs
- Agreement with Urban Systems – Active transportation plan
- Agreement with Titan Contracting – Pocket park servicing works
- Agreement with Titan Contracting – Municipal paving program
- Agreement with Moncrief Construction – Sewer and Water reconstruction
- Agreement with M & L Supply, Fire & Safety – Fire supplies
- Agreement with Boyer Truck Sales – U body sander/dump truck
- Agreement with Verne Reimer Architect – Engineering-ice slab replacement

### 13. Notices of Motion

Any Notices of Motion from a previous meeting:

- Multi-unit water rates and billing model
- Off leash dog park in Keewatin
- Zoning options in the Harbourtown Centre

#### ➤ Any new Notices of Motion

### 14. Proclamations

- None

### 15. Announcements (non-action)

### 16. Adjourn to a Closed Session

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

- i) Education & Training Members of Council (3 matters–CAO, Mayor, Development Services updates)
  - ii) Receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 matter-development)
  - iii) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (1 matter–development project)

### 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**.



April 12, 2023

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** 2022 Council Remuneration

**Background Information:**

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statements of remuneration for the City of Kenora Council, City of Kenora Police Board and Kenora District Services Board were included at the March 22 meeting where the Northwestern Health Unit information was not available. Since that meeting, the information has been received and is now being reported.

**Budget:** There is no expected budget impact as a result of this report.

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

The Municipal Act, 2001, requires that this information be presented to Council.

**Resolution for Council:**

That Council receives an updated remuneration report which includes the Northwestern Health Unit as required under Section 284 of the Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #53-2022.

**Briefing By:** Roberta Marsh, Director of Human Resources, Risk & Insurance

**Bylaw Required:** No

**MEMORANDUM**

DATE: March 31, 2023

TO: Kyle Attanasio, CAO

FROM: Roberta Marsh, Director of Human Resources, Risk, and Insurance

RE: 2022 Annual Statement of Remuneration and Expenditures for the City of Kenora - NWHU

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As required under the Municipal Act, please note the following 2022 expenses paid directly to councillor Sharon Smith regarding their service on the Board of Health for the Northwestern Health Unit as your municipal representative.

Honorariums	2,240.00
Total paid in 2022	2,240.00

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.



April 4, 2023

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

**Agenda Item Title:** Health and Safety Policy Statements

**Background Information:** There is a legal requirement to review the three policy documents (Health and Safety, Harassment, and Violence Prevention) at least annually. By having the Senior Leadership Team and Council review these statements once each year, and by having the CAO and the Mayor sign-off on them, the City is complying with this legislative requirement.

**Resolution for Council:** That Council of the City of Kenora hereby accepts the City of Kenora Occupational Health and Safety Policy, the City of Kenora Workplace Harassment Policy and the City of Kenora Workplace Violence Prevention Policy; and further

And that the signatures of the Mayor and CAO are affixed to said policies along with the date of endorsement and are posted in all workplaces.

**Budget:** N/A

**Risk Analysis:** By reviewing the policy statements annually, we are avoiding the risk of legislative non-compliance.

**Communication Plan/Notice By-law Requirements:** Signed documents will be returned to Bruce Graham for appropriate duplication and distribution.

**Strategic Plan or Other Guiding Document:**

**3-11** The City will commit to preventing occupational illness and injury in the workplace

**Briefing By:** Bruce Graham, Risk Management and Loss Prevention Officer

**Bylaw Required:** No



## The Corporation of the City of Kenora Workplace Harassment Policy

The City of Kenora is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to their immediate supervisor, or to any member of the Human Resources Department.

The employer will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect a worker, to investigate the complaint or incident, to take corrective action, or as otherwise required by law.

All employees are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers will not be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, they may contact their Union executive, their health and safety representative or a member of the JHSC, or the Employee and Family Assistance Program provider.

Signed: \_\_\_\_\_  
Mayor CAO

Approved by Municipal Council on April 19, 2023



## The Corporation of the City of Kenora Occupational Health and Safety Policy

The Corporation of the City of Kenora is committed to preventing injury and occupational illness in the workplace.

We recognize that an effective health and safety program, as indicated by following acceptable industry practices, complying with legislative requirements, and communicating the program to all workers, will contribute significantly to a reduced risk of injury or occupational illness to workers.

We further recognize that health and safety is the shared commitment and responsibility of us all. Our program is based on the concepts of the Internal Responsibility System wherein responsibilities and authority for health and safety are delegated from the top down and accountability for performance is required from the bottom up.

The Senior Leadership Team, as the highest level of management, is responsible for establishing the health and safety policy and ensuring the development of a health and safety system to support that policy.

Directors are responsible for the development and implementation of health and safety programs in their departments and for ensuring that their Division Managers are performing their required health and safety responsibilities.

All supervisory personnel are responsible to enforce health and safety rules and regulations and to ensure that their workers have the appropriate training, skills, and qualifications to perform their tasks safely.

Workers are responsible to follow employer and regulatory procedures, use their initiative to reduce risk, and to report unresolved issues to their supervisor.

It is the intention of this policy that:

**“No job is so important and no service is so urgent  
that we cannot take the time to perform our work safely”**

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Chief Administrative Officer

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Mayor

Approved by Municipal Council on April 19, 2023







April 19, 2023

## Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

### **Agenda Item Title:** NOHFC Application

- Central Community Club – Green Space Development Project

### **Background Information:**

Council authorized administration to submit application for funding to the Northern Ontario Heritage Fund Corporation (NOHFC) under its Rural Enhancement Funding Stream. Through that resolution, Council also approved any cost overruns associated with these projects.

Staff received confirmation from NOHFC that the project noted above have gone to Phase 2 of the application process. As such, NOHFC has requested a resolution for the project noting the request amount (\$490,000) from NOHFC and the City's contribution (\$160,000) for the project. We will also need to include that the City will be responsible for any ineligible costs or cost overruns associated with each project.

The City's contribution has already been committed as part of the Central Community Club project and there is no incremental cost to the City associated with this application.

The project details are as follows:

Central Community Club – Green Space Development Project:

City contribution \$166,000

NOHFC requested contribution \$490,000

### **Resolution for Council:**

That Council hereby authorizes the City of Kenora's total contribution in the amount of \$160,000 for the project; and further

That the applications to the Northern Ontario Heritage Fund Corporation (NOHFC) under its Rural Enhancement Funding Stream have been completed with the requested contribution of \$490,000; and further

That the City be responsible for any cost overruns or any costs deemed ineligible for these projects.

**Briefing By:** Stace Gander, Director of Economic Growth and Recovery

**Bylaw Required:** No



April 19, 2023

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Private Road Agreement between 2839441 Ontario Inc. and the Corporation of the City of Kenora

**Background Information:**

In March, 2022 by By-law 29-2022 Council authorized the execution of a Subdivision Agreement between the City of Kenora and 5901058 Manitoba Ltd., to allow for the creation of fifteen (15) proposed lots on subject property locally known as 'the former mill site' being Plan 23M974.

The Subdivision Agreement was registered on title May 13, 2022 under KN108458.

Section 16(b) of the Agreement states that the owner shall, contemporaneously with the sale of any of Lots 1-15 on the subdivision plan, obtain from the proposed purchaser and deliver to the City, a signed Private Road Agreement to be registered on title against each individual lot.

PIN 42170-0280, being Lot 4, Plan 23M974, in the City of Kenora, in the District of Kenora, more particularly described in Schedule "A" attached hereto (the "Owner's Land") request to execute a Private Road Agreement is a conditions of the Subdivision Agreement.

**Resolution for Council:**

That the Mayor and Clerk of the City of Kenora be authorized to execute a Private Road Agreement between the City of Kenora and 2839441 Ontario Inc.; and further

That the appropriate bylaw be passed for this purpose.

**Budget:** n/a

**Risk Analysis:** There is a medium risk associated with this report as these private road agreements are a requirement as part of the development area.

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

**Strategic Plan or Other Guiding Document:**

2.1 (a) Promote new investment and development of City-owned and private lands in Kenora.

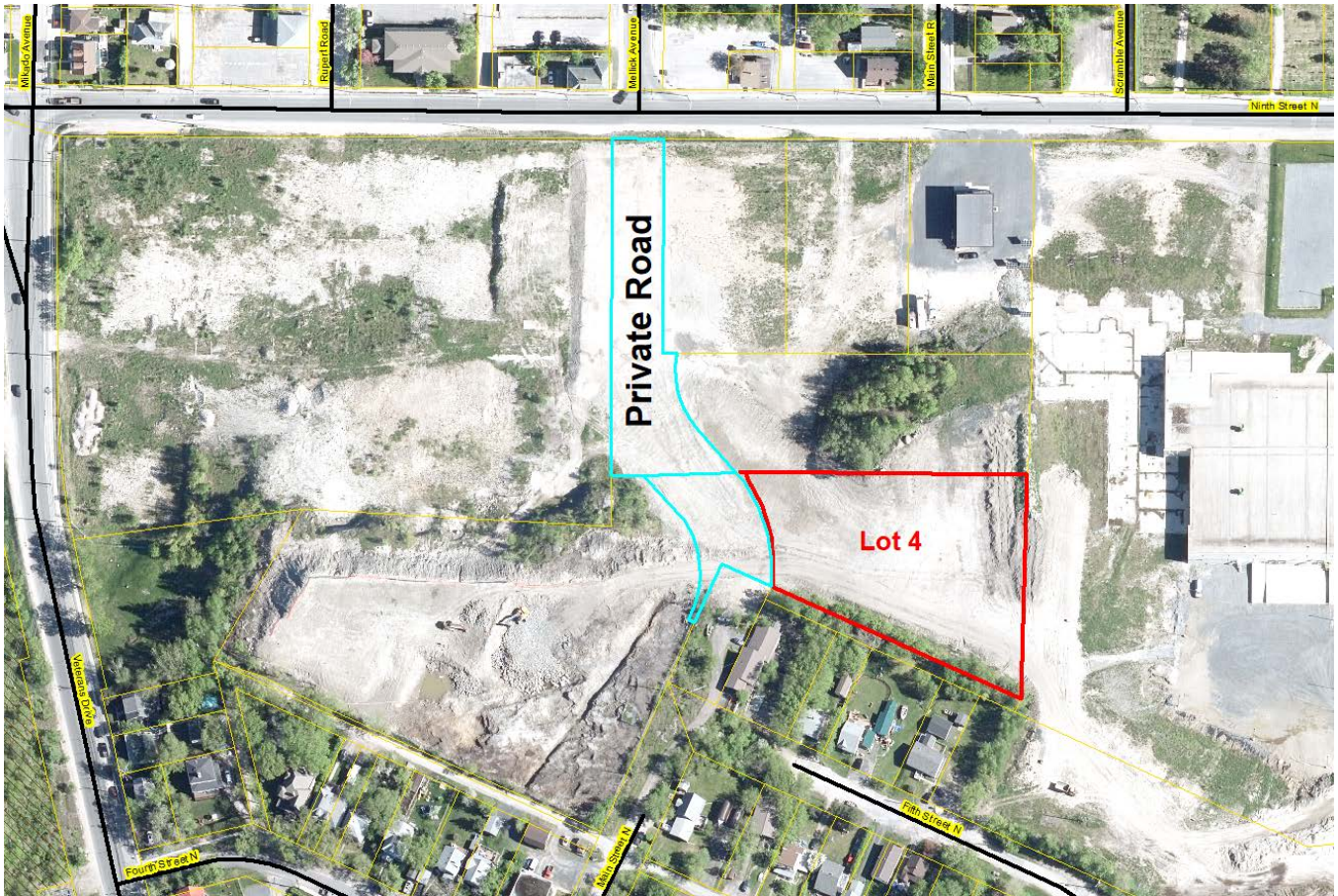
2.2 Support entrepreneurship and business development.

**Briefing By:** Stace Gander

**Bylaw Required:** Yes

# Schedule "A"

PIN 42170-0280, being Lot4, Plan 23M974  
Image: 2022 Aerial Photograph, City of Kenora GIS



THIS AGREEMENT made in duplicate this 16th day of March, 2023.

BETWEEN:

2839441 ONTARIO INC.

(Hereinafter called the "Owner")

OF THE FIRST PART,

- and -

THE CORPORATION OF THE CITY OF KENORA

(Hereinafter called the "City of Kenora")

OF THE SECOND PART.

WHEREAS the Owner is the proposed registered owner of PIN 42170-0280, being Lot 4, Plan 23M974, in the City of Kenora, in the District of Kenora, more particularly described in Schedule "A" attached hereto (the "Owner's Land");

AND WHEREAS access to the Owner's Land is by means of a private right-of-way more particularly described in Schedule "A" *being Blocks 16 and 17, Plan 23M-974* (the "Private Road").

AND WHEREAS Block 16 and 17, Plan 23M-974 do not include access to Main Street North, which intersection shall remain closed.

AND WHEREAS the Private Road provides direct vehicular access from the Owner's Land to Ninth Street North, Kenora, ON, which is a municipal road as defined by the City of Kenora;

AND WHEREAS the policies for development of lots on private roads, as contained in the Official Plan of the City of Kenora permit the creation of new lots on a limited basis;

AND WHEREAS the said policies in the Official Plan further state that where the Owner of the Land executes an Agreement with the City of Kenora acknowledging that the City of Kenora is not responsible for providing services to the Owner's Land, Council of the City of Kenora may approve the creation of a new lot;

AND WHEREAS the City of Kenora has approved the subdivision plan, being Plan 23M974, on the condition that the proposed owners of each lot into this Agreement with the City of Kenora and this Agreement is registered against the title of the Owner's Land pursuant to Section 51(26) of the *Planning Act*, R.S.O. 1990, p. 13, and any amendments thereto;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants, agreements, conditions and provisions herein contained, the parties hereby covenant and agree each with the other as follows:

1. The Owner is the registered owner in fee simple of the Owner's Land, for which the primary means of vehicular access to and from a municipal road is over the Private Road.
2. Neither this Agreement nor the creation of the new lots shall be construed in any way whatsoever to constitute an assumption of the Private Road by the City of Kenora, or to give rise to any presumption or assumption that the Private Road has any public aspect to it.
3. Nothing in this Agreement nor the creation of new lots shall be construed to create any legal or financial obligation or responsibility of the City of Kenora with respect to either the Private Road or the delivery to the Owner's Land of any municipal services dependent on or related to the Private Road, and, without limiting the generality of the foregoing, it is specifically understood and agreed that, notwithstanding payment by the Owner of realty taxes or assessments, the City of Kenora:
  - (a) shall not provide any maintenance or repair of any kind whatsoever for the Private Road;
  - (b) shall not provide any snowplowing, sanding or winter control services for the Private Road;
  - (c) shall not provide any curbs or sidewalks for the Private Road;
  - (d) shall not provide any sewer, water or drainage services for the Private Road;
  - (e) shall not provide any street lighting for the Private Road;
  - (f) shall not provide any recycling or garbage pick-up on the Private Road; and
  - (g) shall not make any provision for school bus service to pick up children on the Private Road.

The Private Road will be constructed to acceptable engineering standards and will be maintained in good and safe condition in order to provide safe access to future residents of the new lots and to ensure safe access for fire protection, police, ambulance or other emergency vehicles.


4. The Owner is hereby estopped from claiming or applying for any reduction in realty taxes or assessments based upon any alleged difference in the level of municipal services provided to the Owner because of the provisions of this agreement, and the City of Kenora shall be entitled to plead this clause as an absolute estoppel of the Owner should any such claim be presented or made to, or against, the City of Kenora.
5. The Owner shall indemnify and save harmless the City of Kenora against and from all claims, actions, causes of action, suits or demands of any manner whatsoever arising out of the use of the Private Road by the Owner, the Owner's servants or agents, invitees, and others using the Private Road.
6. The City of Kenora shall not be responsible in any way whatsoever for the condition of the Private Road or its navigability to motor vehicles, and the City of Kenora shall have no responsibility, obligation or liability whatsoever if fire protection, police, ambulance or other emergency vehicles are unable to gain access to the Owner's Land.

7. This agreement shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Parties hereto have set their hands and seals on the date first set out above.

SIGNED, SEALED AND DELIVERED  
in the presence of

2839441 ONTARIO INC.

Per:   
Name: Marcia Nicole Little  
Title: President

Per:   
Name: Tina Lyn Brookes  
Title: Secretary-Treasurer

“We have authority to bind the Corporation”

THE CORPORATION OF THE CITY OF KENORA

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

“We have authority to bind the Corporation”

## **SCHEDULE "A"**

### **Owner's Land**

Lot 4, Plan 23M974

### **Private Road**

Blocks 16 & 17, Plan 23M974





April 19, 2023

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Secretary Treasurer Appointment to the Planning Advisory Committee, Committee of Adjustments and Property Standards Committee

**Background Information:**

By-law Number 73–2020, A By-law to establish a Terms of Reference and Rules of Order and Procedure for the City of Kenora Planning Advisory Committee, Section 6.0-Officers of the Committee indicates that the Secretary-Treasurer of the Committee shall be an employee of the City of Kenora. Appointment of the Secretary-Treasurer shall be made by by-law.

Melissa Shaw has been in the role as Secretary-Treasurer for the past several years. In June 2022 she accepted a new role with the City as Land Acquisition and Divestment Officer within the Development Services Division. The City recruited for the position of Associate Planner which has been accepted by Alberic Marginet who started with the City of Kenora on September 26, 2022. This position will now appropriately be appointed as the Secretary-Treasurer for the Planning Advisory Committee, Committee of Adjustment and Property Standards Committee.

The Secretary-Treasurer fulfills all statutory requirements under the Planning Act, applicable Ontario Regulations and other relevant legislation to administer the Planning Advisory, Committee of Adjustment and Property Standards Committee function.

**Resolution for Council:**

That the Council for the City of Kenora, appoints Alberic Marginet to be the Secretary-Treasurer for the City of Kenora, commencing May 1, 2023; and further

That bylaw number 91-2018 be hereby repealed; and further

That three readings be given to a bylaw for this purpose.

**Budget:** Internal administration, no financial impact.

**Risk Analysis:** No risk is anticipated.

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

**Strategic Plan or Other Guiding Document:**

Goal 4.2- Maximize human capacity and capability.

**Briefing By:** Stace Gander

**Bylaw Required:** Yes



April 1, 2023

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

**Agenda Item Title:** 2023 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 City's water and wastewater systems operate and are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

Due to the diversity of the City's electrician's work, a summary of their work is now included in an additional section, 5.0 Electrical Work, beginning in April 2021.

The Operations and Infrastructure Department recommends that Council accept the 2023 Water and Wastewater Systems Monthly Summary Report for February.

**Resolution for Council:**

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

**Budget:** N/A

**Risk Analysis:**

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

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

Resolution required. Marco Vogrig, 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:**

Marco Vogrig P.Eng., Acting Director of Engineering and Infrastructure

**Bylaw Required:** No

**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

February 2023

Prepared by: Mike Derouard, Water and Wastewater Supervisor  
Ryan Peterson, Water Treatment Plant  
Darryl Wilson, Wastewater Treatment Plant  
Marc Prefontaine, Electrician

## **1.0 Introduction**

This report contains the major maintenance activities and operational events that occurred during the month of February 2023 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems operate and are maintained on a monthly basis.

## **2.0 Water Treatment Plant**

### **2.1 Monthly Flow and Operating Data – See Schedule “A”**

### **2.2 Weekly Bacteriological Samples**

1 Raw, 1 Treated and 6 Distribution for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- Feb 6<sup>th</sup>
- Feb 13<sup>th</sup>
- Feb 21<sup>st</sup>
- Feb 27<sup>th</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Greased pumps and motors at Zone 3 and 4 Booster Stations.
- Replaced cooling fan on #2 VFD at Zone 3 Booster Station.
- Replaced discharge isolation valves on backwash pumps #1 and #2.
- Removed seized vacuum blower #2 and sent out for rebuild.
- Installed PM kit on spare chlorine injector.

### **2.4 Training**

- Three (3) operators completed St. John’s First Aid training.

### **2.5 Water Quality Complaints**

- There were no water quality complaints in February.

### **2.6 Other Information**

- Distribution chlorine residuals were collected on a weekly basis.

- Semi-annual distribution pH and Alkalinity samples were taken as required by O.Reg 170/03 Schedule 15.1.

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

#### **3.1 Maintenance**

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

- Dug and repaired water main on Seventh Ave North.
- Dug and repaired water main on Mellick Ave.
- Dug and repaired water valve on Mellick Ave.
- Dug and installed new fire hydrant on Mellick Ave.
- Dug and repaired water valve on Tenth Street North and Rupert Road.
- Dug and replaced a broken water valve on Rupert Road and Ninth Street.
- Flushing of dead end water mains.
- Meter reads and repairs.
- Various locates for Ontario One Call.
- Checked water bleeders on dead end water mains.
- Cleaned snow at water booster stations.
- Two (2) water turn on for season.
- Two (2) water thaws.
- One (1) water turn off/on for repair.
- Seventy (70) water deliveries.

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

- Installed heat trace on First Street.
- Sewer lift station checks and cleaning.
- Four (4) calls for grinder pumps.
- Replaced One (1) grinder pump.
- Seven (7) calls for sewer rodding.
- Six (6) calls for frozen sewers.
- Clearing of snow at lift stations and sewer plant.
- Responded to various station alarms.
- Various locates for Ontario One Call.

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

	February 2022	February 2023
City	26	0
Private	5	2

#### **3.2 Training**

- No training to report for February.

#### **3.3 Boil Water Advisory(s) – 2023**

In response to our new water main disinfection requirements in our license and permit, we now implement a Precautionary Boil Water Advisory anytime we work in the distribution system where the water mains have been turned off. This is to ensure the public is aware of our efforts and to maintain acceptable water quality throughout the distribution system. These Precautionary Boil Water Advisories are not an indication of an adverse water quality incident that would require the NWHU approval to rescind the advisory. Our testing to date has not indicated any adverse water quality conditions through our construction activities to date.

- There were Three (3) boil water advisories issued.
  - Rupert Road area.
  - Mellick Ave.
  - Third Street North area.

### **3.4 Other Information**

- No other information to report for February.

## **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 February 7, 2023 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): 9.5 [mg/L] – limit is 25 [mg/L].
  - c. Raw Sewage – Total Suspended Solids: 148 [mg/L].
  - d. Final Treated Effluent – Total Suspended Solids: 12.7 [mg/L] – limit is 25 [mg/L].
- 4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on February 7, 14, 21, and 28 for E. Coli are:
- a. Geometric Means of the samples in February was 2.11 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 2.11 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 9.5 p.p.m., and final effluent T.S.S. was 12.7 p.p.m., both well within the C of A requirements.

### **4.3 Maintenance**

- 4.3.1 Sludge press maintenance (clean and grease) in the 700 Building.
- 4.3.2 Mechanic replaced bearing on the sludge dewatering press #1.
- 4.3.3 Greased barscreen, grit cleaning mechanism and the organic return.
- 4.3.4 Cleaned D.O. sensors in the contact aeration tanks.
- 4.3.5 Lakeview Fire and Safety replaced two fire extinguishers.
- 4.3.6 Riverview Industries welded rag pan back on the pivot shaft for the barscreen.

### **4.4 Training**

- No training took place in February

### **4.5 Other Information**

- 4.5.1 Health and Safety inspection was conducted on February 28, 2023

## **5.0 Electrical Work**

The Water /Wastewater Division employs two on staff electricians. Due to the number of sewage pumping stations and grinder pumps that we operate, there are a significant number of electrical repairs and ongoing maintenance that require attention on a daily and weekly basis. In addition, we also provide the services of our electricians to all other municipal services as time permits. This information is provided to Council to understand how the Electricians provide a valuable service to all departments

### **5.1 Wastewater Pumping Stations**

- Maintenance, troubleshooting and repairs.
- ESA deficiencies rectified.
- Lift Pump replacements.
- Installed Heat Trace on sewer lateral on First Street South to mitigate freezing.

### **5.2 Wastewater Treatment Plant**

- Plant electrical maintenance and repairs.
- Instrument calibrations.

### **5.3 Water Treatment Plant**

- Plant electrical maintenance and repairs.

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

- Maintenance and repairs on water dispensing unit at both Evergreen and Rabbit Lake.
- ESA deficiencies rectified.
- Serviced and repaired Card Readers.
- Replaced cooling fan on Booster Motor VFD at Water Booster #4.

### **5.5 Operations Building**

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- Lighting installations in second floor Offices.

- Lighting repairs on second floor.

#### **5.6 Waste Transfer Facility**

- Electrical maintenance and repairs.
- ESA deficiencies rectified.

#### **5.7 Facilities**

- Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries, Museum, and Arts Centre.
- ESA deficiencies rectified.
- Outside lighting repairs at Museum.
- Electrical maintenance at New Horizons Senior Centre.

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

- ESA deficiencies rectified.
- Exterior lighting repairs at Firehall #1.

#### **5.9 Parks/Cemetery**

- ESA deficiencies rectified.
- Setup power and programmed timer to feed outdoor rink at Rabbit Lake.

#### **6.0 Traffic Signals/Streetlights**

- Electrical maintenance, troubleshooting, repairs and monitoring.

#### **6.1 Locates**

- Located and marked City underground electrical infrastructure.
- Emergency locates for Sewer and Water digs.

#### **6.2 Grinder Pumps**

- Wiring and initial setup of new pumps and floats.
- Maintenance and repairs at some of the 300+ in use throughout the City.



## Schedule "A"

### Water Systems Flow and Operating Data Monthly Summary Report - 2023

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m <sup>3</sup> /month	200397	188744											389141
Maximum Daily Influent Flow	m <sup>3</sup> /day	7050	7876											14926
Minimum Daily Influent Flow	m <sup>3</sup> /day	5279	5939											11218
Average Daily Influent Flow	m <sup>3</sup> /day	6464	6741											13205
Maximum Daily Instantaneous Influent Flow	m <sup>3</sup> /day	19804	19564											39368
<u>Effluent Flow</u>														
Total Effluent Flow	m <sup>3</sup> /month	196318	185129											381447
Maximum Daily Effluent Flow	m <sup>3</sup> /day	7058	7791											14849
Minimum Daily Effluent Flow	m <sup>3</sup> /day	5306	5626											10932
Average Daily Effluent Flow	m <sup>3</sup> /day	6333	6612											12945
Plant Meter Reading	m <sup>3</sup> /month	5513	5131											
Compensated Total Effluent Flow	m <sup>3</sup> /month	190805	179998											370803
<b>Samples</b>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4											9
Number of Treated Samples Taken		5	4											9
Number of Distribution Samples Taken		30	24											54
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		6	6											12
Adverse Water Quality Incidents		0	0											0
WTP Callouts		3	1											4
Water Thaws	City	0	0											0
	Private	0	2											2
	Total	0	2											2





## Schedule "B"

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

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m <sup>3</sup> /mon.	173,163	157,350	225,028	436,469	642,434	399,976	429,257	336,482	198,007	172,884	162,277	171,541	3,504,868
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,954	6,069	10,913	30,870	32,043	16,491	25,359	18,039	8,291	6,091	5,864	6,049	172,033
Minimum Daily Influent Flow	m <sup>3</sup> /day	5,227	5,209	5,644	7,711	14,465	11,551	10,778	8,393	5,673	5,032	5,044	4,873	89,600
Average Daily Influent Flow	m <sup>3</sup> /day	5,586	5,619	7,259	14,549	20,724	13,333	13,847	10,854	6,600	5,577	5,409	5,534	114,891
<u>Effluent Flow</u>														
Total Effluent Flow	m <sup>3</sup> /mon.	184,865	167,604	231,498	425,013	617,980	392,928	421,185	336,551	205,165	182,270	168,771	174,826	3,508,656
Average Daily Flow	m <sup>3</sup> /day	5,963	5,986	7,468	14,167	19,935	13,098	13,587	10,856	6,839	5,879	5,626	5,640	115,044
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		3	4	5	4	5	4	4	5	4	5	4	4	51
Geometric Means (Bacti Samples)		21.54	10	15.85	11.89	56.5	22.13	13.16	7.24	2.11	1	2.53	3.16	167.11
Sludge Hauled to Landfill	m <sup>3</sup> /mon	273.6	205.2	216.6	296.4	159.6	250.8	296.4	216.6	228	262.2	205.2	216.6	2827.2
<u>Callouts</u>														
		5	2	3	6	5	2	3	0	1	1	2	0	30



April 13, 2023

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Ratifying Numerous Agreements

### **Background Information:**

In accordance with the City's Procurement Policy, various agreements pertaining to matters that have been discussed by Council in previous meetings, or for items that have been procured in accordance with the Procurement Policy authorities through approved annual budgets, the Mayor and Clerk have executed the following agreements on behalf of the Corporation. These are now ready for bylaw.

This report will appear monthly before Council to outline the agreements that are executed on behalf of the Corporation and each agreement is available in the Clerk's office should a member of Council wish to review.

These agreements include:

### **Services Agreement**

- LMD Contracting – metal roofs
- Urban Systems – Active transportation plan
- Titan Contracting – Pocket park servicing works
- Titan Contracting – Municipal paving program
- Moncrief Construction – Sewer and Water reconstruction

### **Purchase Agreement**

- M & L Supply, Fire & Safety – Fire supplies
- Boyer Truck Sales – U body sander/dump truck
- Verne Reimer Architect – Engineering-ice slab replacement

### **Resolution for Council:**

That the Mayor and Clerk be hereby authorized to execute the following agreements on behalf of the Corporation of the City of Kenora:

- LMD Contracting – metal roofs
- Urban Systems – Active transportation plan
- Titan Contracting – Pocket park servicing works
- Titan Contracting – Municipal paving program
- Moncrief Construction – Sewer and Water reconstruction
- M & L Supply, Fire & Safety – Fire supplies
- Boyer Truck Sales – U body sander/dump truck
- Verne Reimer Architect – Engineering-ice slab replacement

That three readings be given to bylaws for this purpose.

**Budget:** in accordance with each project

**Risk Analysis:** These items have been procured or agreed to in accordance with the policy. The adoption of the bylaws for these agreements are the administrative portion of the procurement process and must be finalized.

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

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

**Bylaw Required:** Yes