



AGENDA

Regular Meeting of Council of the City of Kenora

Wednesday, June 21, 2023

5:00 p.m.

City Hall Council Chambers

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

1. Call to Order

2. Land Acknowledgment – Councillor Manson

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 a budget amendment in the amount of up to \$120,000 plus taxes to be funded through the Future Land Development Reserve to fund an access road off of Brinkman Rd
- Adopt a Development Contribution Bylaw which will enable the municipality to enter into agreements for private sector projects, that can clearly demonstrate public benefit in the interest of the municipality

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 – May 17, 2023
- Special Council – May 8, 2023

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

- Council Presentation to Jeff Gustafson – 2023 Bass Master Classic Champion
- Synergy North Presentation, Tim Wilson

7. Additions to Agenda (urgent only)

8. Appointments

- Members will be appointed to Kenora Crime Prevention & Community Well-Being Advisory Committee

9. Reports from Committee of the Whole

9.1 Corporate Services / Finance / Human Resources

- 2023 Financial Status and Forecast Report
- Customer Service Standards Policy
- Corporate Complaints Policy
- Parking Lots & Structures Bylaw Amendments
- Communications Audit Report
- Request for support from Township of Armour – Water Aerodrome

9.2 Fire & Emergency Services

- No Reports

9.3 Engineering & Infrastructure Services

- No Reports

9.4 Recreation & Culture Services

- Muse Policy Additions (Community, Conservation, Interpretation & Education, Investment & Reserve Fund)

9.5 Planning & Building Services

- Budget Amendment – 9th Street North Development Road Access
- Development Contribution Bylaw
- D14-23-04 Application for Temporary Use By-law Lot 6, Loughheed Drive

9.6 Economic Growth & Tourism Services

- Application to NOHFC Investment Attraction Plan

10. Housekeeping Resolutions

- Appointment of Summer Student Bylaw Enforcement Officer
- Deputy Treasurer Appointment
- 2023 Water & Wastewater Systems Monthly Summary Report–April
- Various Agreements Execution

11. Tenders (Information Only)

- CCTV & Cleaning Services - Cambrian Vacuum Corp. - \$112,673.55
- Parking Lot & Boat Launch Enhancements - Titan Contractors (Kenora) Ltd \$1,635,193.95
- Rotary Peace Park - Solid Construction – \$263,273.00

12. By-laws

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

- Confirmatory
- Customer Service Standards Policy
- Corporate Complaints Policy

- Parking Lots & Structures Bylaw Amendments
- Muse Policy – Community
- Muse Policy - Conservation
- Muse Policy – Interpretation & Education
- Muse Policy – Investment
- Muse Policy - Reserve Fund
- Budget Amendment – 9th Street North Development Road Access
- Development Contribution Bylaw
- D14-23-04 Application for Temporary Use By-law Lot 6, Lougheed Drive
- Appointment of Summer Student Bylaw Enforcement Officer
- Deputy Treasurer Appointment
- Agreement - Cambrian Vacuum Corp. - CCTV & Cleaning Services -
- Agreement - Titan Contractors (Kenora) Ltd - Parking Lot & Boat Launch Enhancements
- Agreement - Solid Construction - Rotary Peace Park
- Agreement - Derouard Motors – 2023 Ram Tradesman Truck
- Agreement - Fort Gary Trucks td. - Fire Tanker Truck
- Agreement - LMD Contracting – Office Renovations
- Agreement - SMS Equipment - 2023 Komatsu Loader
- Agreement - Kenora Honda - Honda CRV
- Agreement – Escribe Meeting Management Solution
- Agreement – NOHFC Intern Funding
- Agreement – NOHFC Intern Funding
- Agreement – Conrad Lighting Solutions / LAS
- Agreement – Conrad Lighting Solutions /LAS
- Agreement – Voter List Management Services Agreement
- Agreement – Graham Trading Co Inc – vending truck
- Agreement – Circular Materials - Master Services Agreement (from May 17 meeting)

13. Notices of Motion

Any Notices of Motion from a previous meeting:

Councillor Van Belleghem:

- Support to the Province of Ontario to provide sustainable and adequate funding for mental health care and mental health care resources in the Northwest including addressing treatment care in our region.
- Support to call on Minister Leche and the Province of Ontario to meaningful consult with active groups in the province regarding Bill 98 on Better Schools and Outcome Act and ensure any legislated changes are done in a way to address student needs and not political outcomes.

Councillor Chaze:

- To discuss a budget amendment to direct staff to hire a communication and public relations position. There is a desperate need to reevaluate how the City communicates our projects and other information in the City.
- 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 (2 matters – CAO & Mayor updates)
- ii) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (1 matter-Synergy North changes)

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**.



*You are cordially
invited to a special
recognition event*

*In celebration of your 2023 Bassmater
Classic Championship, City of Kenora
Mayor and Council would like to
formally recognize your outstanding
achievement in a special presentation at
their June Council Meeting.*

_____ **21** _____
Wednesday at 5 p.m.
_____ June _____

*City Hall, One Main Street South
Council Chambers*





Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda



June 6, 2023

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Appointment of Summer Student Bylaw Enforcement Officer

Background Information:

Council has approved the return of one bylaw officer summer student position to assist with enforcing our bylaws throughout the City, focusing on parking and docking.

Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw. This report is to appoint our 2023 summer student, Spencer Sundin, for the duration of June 26, 2023 to September 15, 2023.

Resolution for Council:

That Council hereby appoints Spencer Sundin as summer student By-Law Enforcement Officer in and for the City of Kenora under the authority of the Police Services Act; and further

That this appointment is hereby authorized for the period of June 26, 2023 to September 15, 2023.

Budget: included in the 2023 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 Services Manager

Bylaw Required: Yes



June 14, 2023

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Deputy Treasurer Appointment

Background Information:

In accordance with Part VII Financial Administration of the Act. 2001, c. 25, s. 286 (2) The municipality may appoint deputy treasurers who shall have all the powers and duties of the treasurer under this and any other Act.

Olusola (Sola) joins the City of Kenora from the Province of Manitoba. Sola is a Chartered Professional Accountant (CPA) with over 15 years of financial leadership experience. Sola holds a Master of Business Administration (MBA) and a Bachelor of Science (B.Sc.) in accounting.

The Deputy Treasurer position was temporarily filled by Michelle Saunders on an acting basis until the recruitment process was complete. This position requires a resolution and bylaw of Council officially appointing Sola Okuboyejo to this position and repealing the temporary appointment of Michelle Saunders.

Resolution for Council:

That Council hereby appoints Sola Okuboyejo to the position of Deputy Treasurer for the City of Kenora; and further

That bylaw number 71-2022 be hereby repealed.

Briefing By: Ryan Marsh, Director of Finance

Bylaw Required: Yes



June 21, 2023

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

Agenda Item Title: 2023 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 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 April.

Resolution for Council:

That Council of the City of Kenora hereby accepts the April 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

Strategic Plan or other Guiding Document:

Strategic Plan Focus Area 1 – Infrastructure and Environment

Goal 1.1 Position Kenora for Growth through Proactive Infrastructure Planning

Goal 1.2 Ensure Well Maintained and Sustainably Financed City Infrastructure

Briefing By: Greg Breen, Director of Engineering & Infrastructure

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

April 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 April 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:

- April 3rd
- April 11th
- April 17th
- April 24th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Flushed alum section tubing and discharge header.
- Installed PM kit in spare 1” chlorine injector.
- Replaced flow controller for backwash control valve.
- Replaced wiring harness on clearwell influent chlorine analyzer.
- Added ball valves to clarifier sample taps.
- Replaced membrane cap on total chlorine analyzer.

2.4 Training

- One operator attended the IBI Water Metering and Installation Course.
- One operator attended the WCWC DWQMS Workshop in Thunder Bay.

2.5 Water Quality Complaints

- There were no water quality complaints in April.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Nitrate/Nitrite, THM and HAA samples were taken as required by Reg 170.
- NDMA samples were taken as required by MDWL.
- Cleartech on-site for analyzer and instrument calibration/verification.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug and repaired 6-inch watermain on Heenan Place.
- Dug and repaired 6-inch watermain on Valley Drive.
- Dug and repaired 6-inch watermain on Gunne Crescent.
- Meter reads and repairs.
- Various locates for Ontario One Call.
- Cleared hydrants on Airport Road.
- Reviewed SOPs.
- Located and cleaned valves for Flushing Program.
- Fixed cuts from digs.
- Started to move watermain on Coney Island.
- Valve turning.
- Three (3) water turn on for season.
- Four (4) water turn off/on for repair.

3.1.2. Wastewater Collection

- Flushing of sewer mains.
- Sewer lift station checks and cleaning.
- Cleaned Matheson Street Station and got three (3) pumps running.
- Plowing of stations.
- Cleaned grinder canisters at Norman Park and Anicinabe Park.
- Two (2) calls for grinder pumps.
- Replaced one (1) grinder pump.
- One (1) frozen sewer on homeowner side.
- Five (5) calls for sewer rodding.
- Responded to various station alarms.

3.1.3. Water Thaws:

	April 2022	April 2023
City	0	0
Private	0	0

3.2 Training

- Water Meter Installation Training.

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 was One (1) boil water advisory issued:
 - Gunne Crescent area.

3.4 Other Information

- No other information to report for April.

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 4, 2023 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- a. Raw Sewage – Total BOD₅ (biological oxygen demand): 142 [mg/L]
- b. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 10.5 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 249 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 9.5 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on April 4, 11, 18, and 25 for E. Coli are:

- a. Geometric Means of the samples in April was 10.62 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 10.62 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 10.5 p.p.m., and final effluent T.S.S. was 9.5 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 UV maintenance cleaned, greased, and lime away for Bank B.
- 4.3.3 Greased bar screen, grit cleaning mechanism, and organic return.
- 4.3.4 Changed oil and filters for both air compressors in the 700 Building.
- 4.3.5 Semi-annual maintenance on both generators done by Cummins.

4.4 Training

- No training took place in April

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on April 26, 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 the service provided to all departments.

5.1 Wastewater Pumping Stations

- Maintenance, troubleshooting and repairs.
- ESA deficiencies rectified.
- Lift Pump replacements.

5.2 Wastewater Treatment Plant

- Plant electrical maintenance and repairs.
- Instrument calibrations.
- Replaced VFD exhaust cooling fan on Blower #2.
- Replaced Polymer Pump DC motor controller on Sludge Press #2.

5.3 Water Treatment Plant

- Plant electrical maintenance and repairs.
- Removed and replaced Overhead Heater in Chlorine Tonner Room. Also added local disconnect to meet code requirements.

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.

5.5 Operations Building

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- Office lights upgrades. Installed LED fixtures and controller.

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.
- Installed new control for Hot Water System at Kenora Library.
- Fabricated new Power Supply for Roads Steamer Truck.

5.8 Firehall(s)

- ESA deficiencies rectified.

5.9 Parks/Cemetery

- ESA deficiencies rectified.
- Replaced broken/damaged receptacles and covers at Jarnel Contracting Pavillion.
- Provided electrical support to Contractors at Self Cleaning Washroom.

6.0 Traffic Signals/Streetlights

- Electrical maintenance, troubleshooting, repairs and monitoring.
- Installed new breaker in streetlight cabinet on Veteran's Drive.

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 of some of the 300+ in use throughout the City.



June 14, 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

- Circular Materials – Blue Box Materials
- Cambrian Vacuum Corp. - CCTV & Cleaning Services
- Titan Contractors (Kenora) Ltd - Parking Lot & Boat Launch Enhancements
- Solid Construction - Rotary Peace Park
- LMD Contracting – Office Renovations
- Escribe Meeting Management Solution
- Conrad Lighting Solutions / LAS - lighting
- Conrad Lighting Solutions /LAS - lighting
- Voterview Voter List Management Services
- Graham Trading Co Inc – vending truck

Purchase Agreement

- Derouard Motors – 2023 Ram Tradesman Truck
- Fort Gary Trucks td. - Fire Tanker Truck
- SMS Equipment - 2023 Komatsu Loader
- Kenora Honda - Honda CRV

Funding Agreement

- NOHFC - Intern Funding
- NOHFC - Intern Funding

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:

- Cambrian Vacuum Corp. Agreement - CCTV & Cleaning Services
- Titan Contractors (Kenora) Ltd Agreement - Parking Lot & Boat Launch Enhancements
- Solid Construction Agreement - Rotary Peace Park
- Derouard Motors Agreement - 2023 Ram Tradesman Truck
- Fort Gary Trucks td. Agreement - Fire Tanker Truck
- LMD Contracting Agreement - Office Renovations

- SMS Equipment Agreement - 2023 Komatsu Loader
- Kenora Honda Agreement - Honda CRV
- Escribe Agreement – Meeting Management Solution
- NOHFC Agreement – Intern Funding
- NOHFC Agreement – Intern Funding
- Conrad Lighting Solutions / LAS Agreement
- Conrad Lighting Solutions /LAS Agreement
- Voterview Agreement - Voter List Management Services Agreement
- Graham Trading Co Inc Agreement – vending truck
- Circular Materials Agreement – Master Services Agreement (from May 17 meeting)

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 is the administrative portion of the procurement process and must be finalized.

Communication Plan/Notice By-law Requirements: bylaws plus communication on various projects when timing coordinated for each project.

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

Bylaw Required: Yes