



City of Kenora

Committee of the Whole Agenda

Wednesday, April 12, 2023

9:00 a.m.

City Hall Council Chambers

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

A. Public Information Notices

As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at its April 19, 2023 meeting: -

- Authorize the 2023 Council Remuneration

Blessing & Land Acknowledgement

Councillor Manson

B. Declaration of Pecuniary Interest & the General Nature Thereof

- 1) On Today's Agenda
- 2) From a Meeting at which a Member was not in Attendance.

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held March 8, 2023 be confirmed as written and filed.

D. Deputations/Presentations

- Nicole Goodman, Brock University – 2022 Election Survey Results

E. Reports:

1. Administration / Finance / Human Resources

Item Subject

- 1.1. Council Committee Work Update (each Councillor to provide Committee update)
- 1.2. 2023-2026 Multi-Year Accessibility Plan
- 1.3. Accessibility Advisory Committee Terms of Reference
- 1.4. Sustainability Advisory Committee Terms of Reference
- 1.5. Council 2023 Remuneration

2. Fire & Emergency Services

Item Subject

No Reports

3. Engineering & Infrastructure

Item Subject

No Reports

4. Community Services

Item Subject

No Reports

5. Development Services

Item Subject

5.1 Building Officials Appointment

5.2 Short Term Accommodation Options

Other:

12:00 p.m.

- 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

3:00 p.m. – Northwestern Health Unit – Supervised Consumption Services Needs Assessment Presentation (virtual)

Next Meeting

- Wednesday, May 10, 2023

Motion - Adjourn to Closed Meeting:

Pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization will be provided for Committee to move into a Closed Session to discuss items pertaining to the following: -

- i) Educating & Training Members of Council (3 items–draft Fire master plan presentation, CAO & Mayor updates)
- ii) Receiving Advice Subject to Solicitor-Client Privilege (1 item–property matter)
 - iii) Disposition of Land (1 matter-downtown property)

Adjournment.

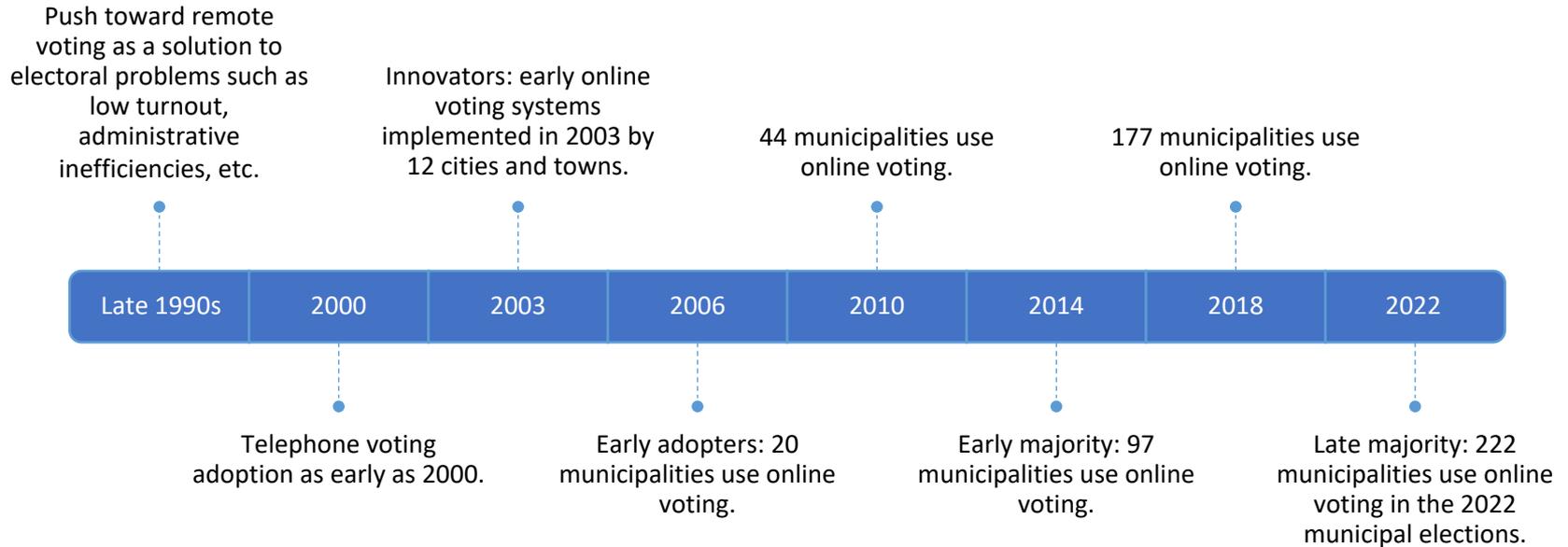
2022 Internet Voting Study Report

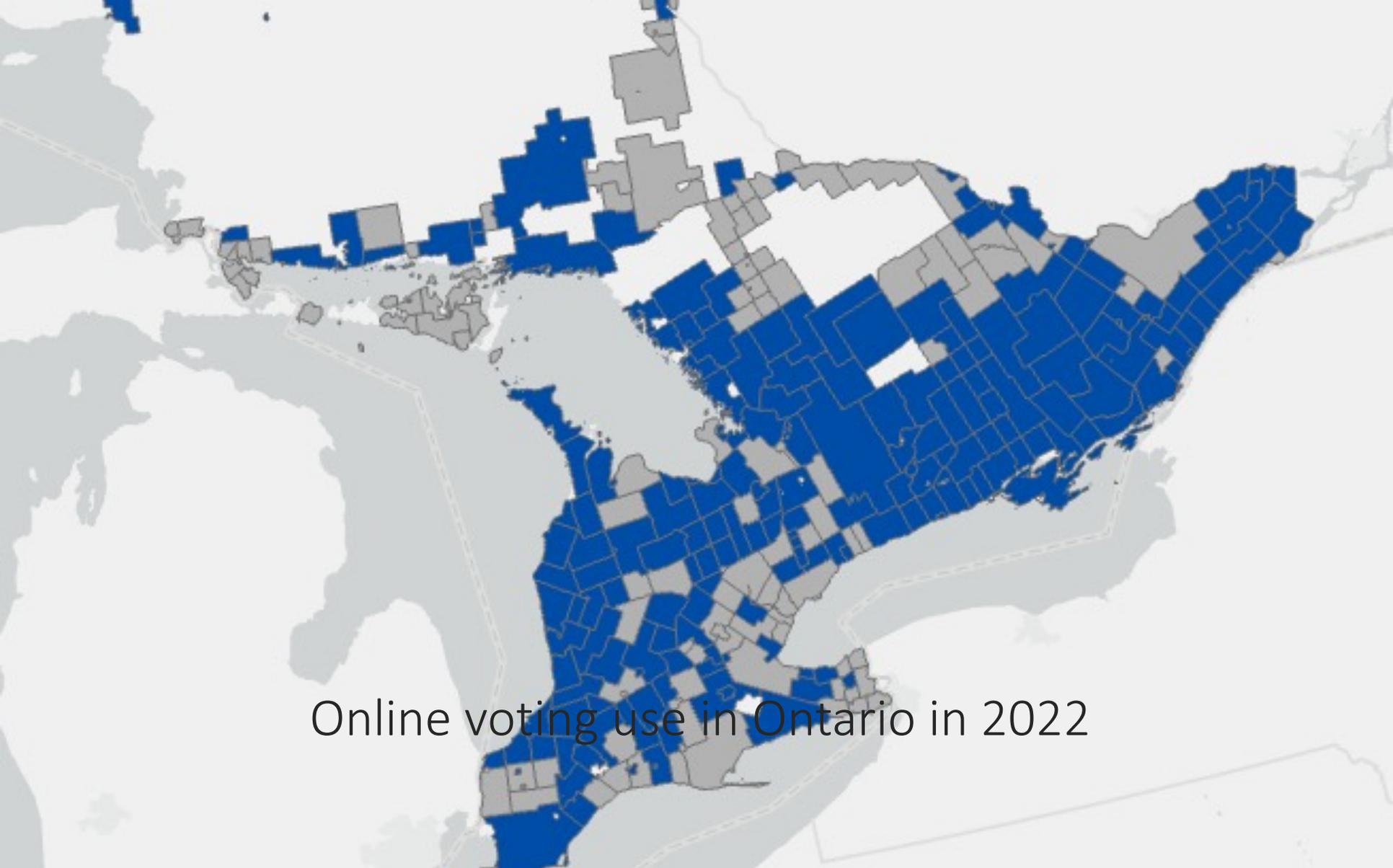
March, 2023

Prepared by: Dr. Nicole Goodman and Nathan Olmstead



Municipal history and context





Online voting use in Ontario in 2022

How is it adopted?

Phases of online voting adoption in Ontario

Stage of adoption	Phase 1: Innovators	Phase 2: Early adopters	Phase 3: Early majority	Phase 4: Late majority
Percentage of uptake	2003: 3% of municipalities	2006-2010: 5-11% of municipalities	2014-2018: 23-43% of municipalities	2022: 56% of municipalities
Authentication approach	1-step = small municipalities 2-step = cities	1-step = small municipalities 2-step = cities	1-step predominantly	1-step predominantly
Voting period length	Full election = small municipalities Advance polls = cities	Full election = small municipalities Advance polls = cities	Full election period predominantly	Full election period mostly, but some scale back
Multi-channel: Telephone voting	Growth among small places	Growth among small places	Growth among places of all sizes	Stagnant and scaled back
All electronic	Small sized municipalities	Small sized municipalities	Shifts to all sizes	All sizes, but scaled back
Type of technology	Generic	Generic	Generic	Generic, Blockchain, End-to-end verifiable
Regulatory framework	None	None	None	In development

Background

The City of Kenora was in the ‘early majority’ of online voting adoption.

The 2022 municipal election was conducted by internet and telephone voting.

Turnout was up slightly from the 2018 election:



This increase in participation was a rarer occurrence in 2022 as many cities observed across the province observed a decline.

To better understand voter opinions and experiences, the City of Kenora conducted an exit survey of online voters. Upon casting a ballot voters were invited to take a survey about their voting experience. The survey process and methodology were approved by Brock University’s Research Ethics Board.

Overview

This report highlights the results of an exit survey of online voters in the City of Kenora carried out during the 2022 municipal election.

The report proceeds as follows:

1. Data and survey completion
2. Voter satisfaction & rationale for use
3. Vote information
4. Public attitudes
5. Voter profile and participation
6. Key comparison of 2022 and 2018
7. Takeaways
8. Broader considerations & trends to watch

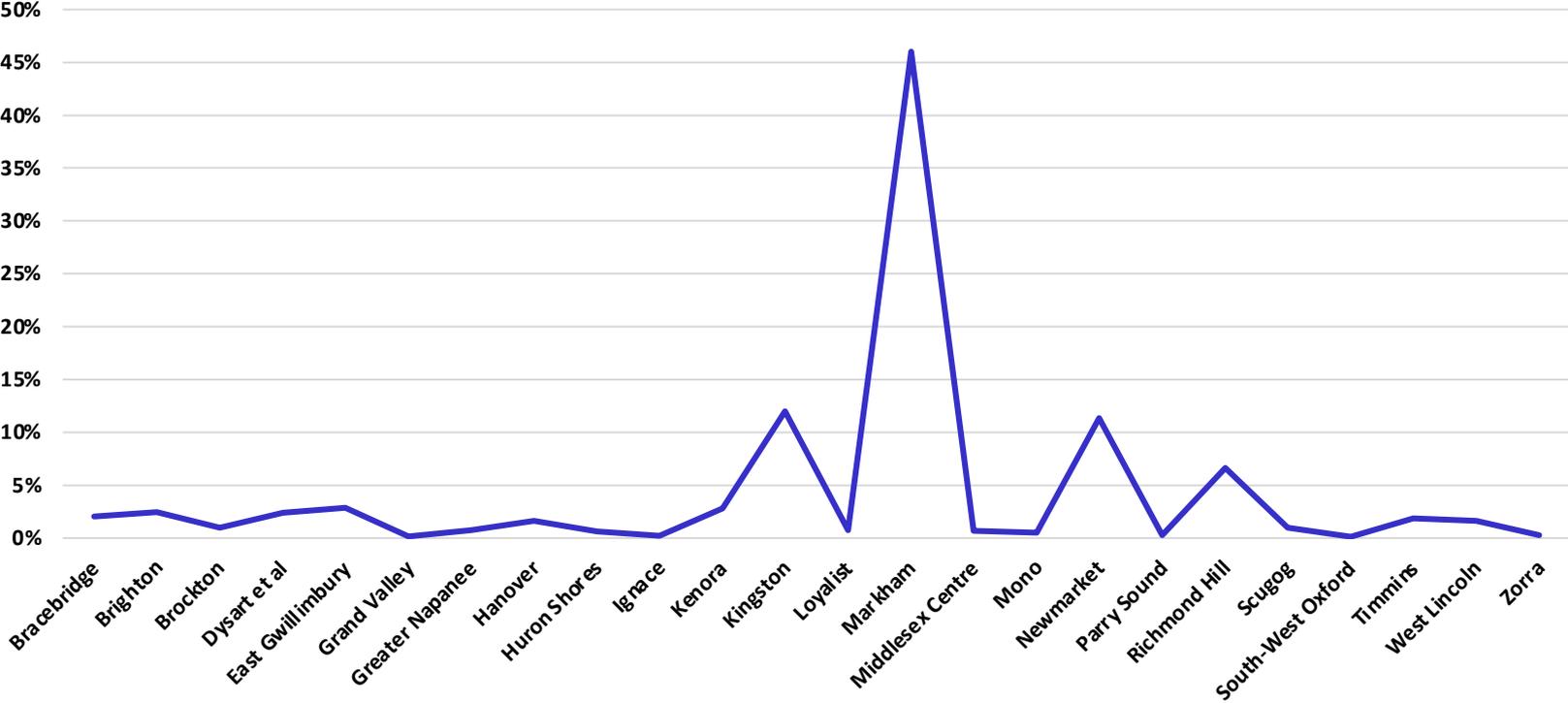
1. Data and Survey Completion



Participating municipalities

2022 Internet Voting Study Participants		
Bracebridge	Huron Shores	Newmarket
Brighton	Ignace	Parry Sound
Brockton	Kenora	Richmond Hill
Dysart et al	Kingston	Scugog
East Gwillimbury	Loyalist	South-West Oxford
Grand Valley	Markham	Timmins
Greater Napanee	Middlesex Centre	West Lincoln
Hanover	Mono	Zorra

Survey respondents by municipality



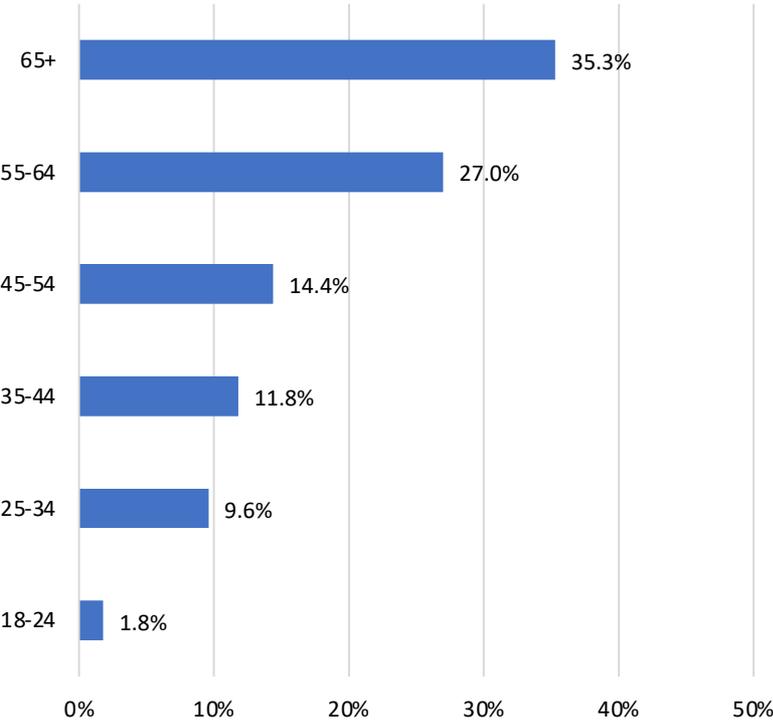
Information about survey completion

- 29,284 surveys completed across 24 participating municipalities.
- 822 surveys were completed in the City of Kenora out of 5,624 online voters.



- Open for completion in the City of Kenora from October 11th to 24th.
- 89% of surveys were completed during advance polls and 11% were undertaken on Election Day.
- Average length of time to complete a survey was 8 minutes across all municipalities.

Survey respondents in Kenora by age



- A majority of voters who completed a survey in 2022 are over the age of 55.
 - This is a similar distribution to the 2018 survey.
- The average age of a 2022 survey respondent is 57 years.
- Given the low number of respondents 18-24, comparisons by age throughout the report should be interpreted with additional caution for that age group.

Context: Data

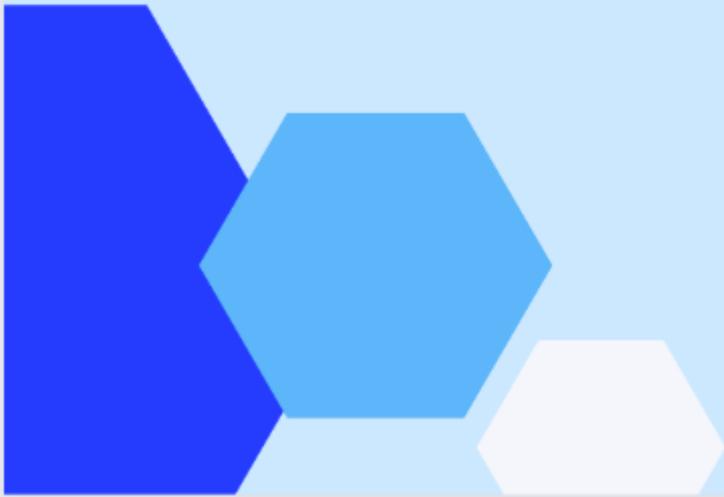
Where relevant, this report compares 2022 survey results in Kenora with findings from other data sources. These include:

1. 2022 Internet Voting Study data.
 - 29,284 online voters, as outlined.
2. 2018 Internet Voting Study data.
 - 52,914 online voters from 31 municipalities completed a survey.
 - Comparisons conducted with a specific focus on Kenora (N=1089).
3. 2014 Internet Voting Project (IVP) data.
 - 30,090 online voting respondents across 43 municipalities.
 - Comparisons conducted with a specific focus on data obtained from Kenora (N=763).

Conducting election surveys over time allows Kenora to track changes in voter attitudes and experiences. Earlier data provides a comparison before and after the COVID-19 pandemic.

All of data included in this report is self-selected. Generalizations of the population should be done with caution.

2. Voter satisfaction & rationale for use



Voter satisfaction: Online voters

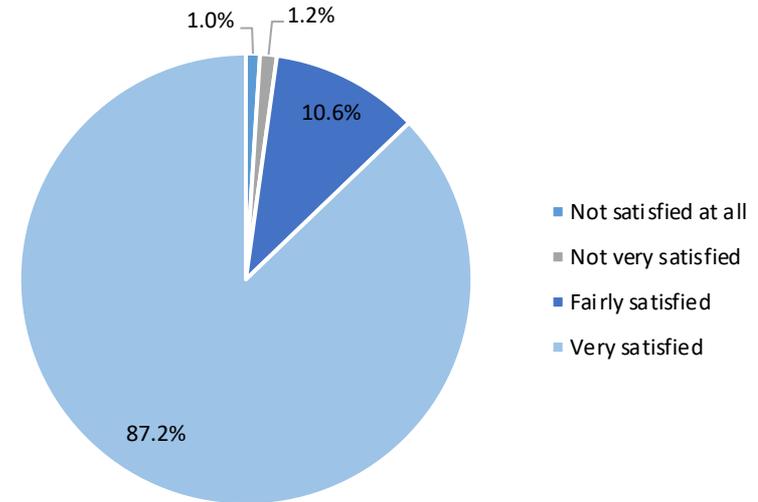
98% of City of Kenora respondents are satisfied with online voting.

- 87% are 'very satisfied'

Kenora voters are slightly more satisfied with Internet voting than voters from other Ontario municipalities.

Of the 24 communities that took part in the study, 96% of voters report being satisfied.

- 79% are 'very satisfied'
- Overall satisfaction across all municipalities is the same as in 2018.



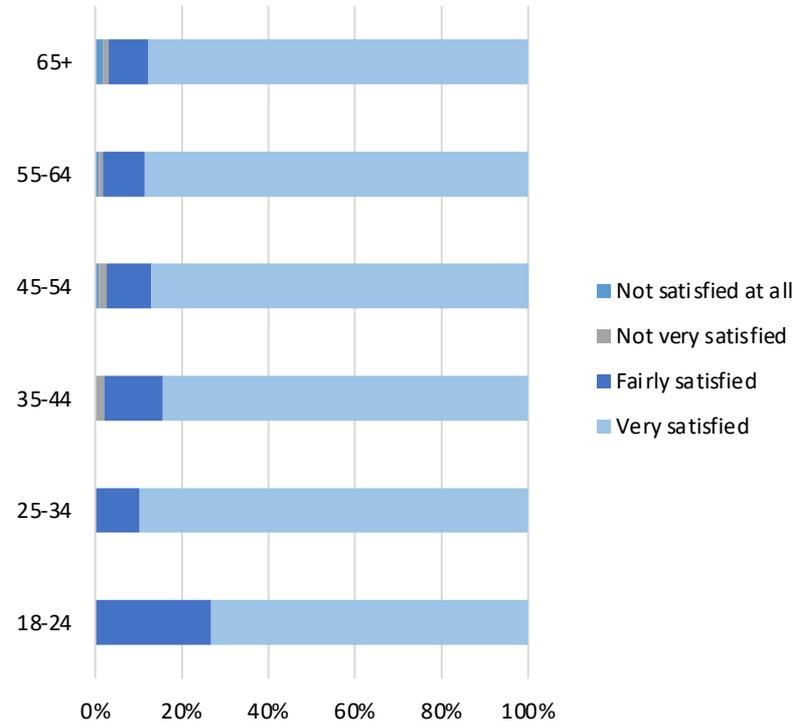
Voter satisfaction by age

There is strong satisfaction among all age groups.

It is highest among voters under 35 years, however, less of the voters completed a survey.

- Voters 18 to 24 are less likely to report being 'very satisfied'.

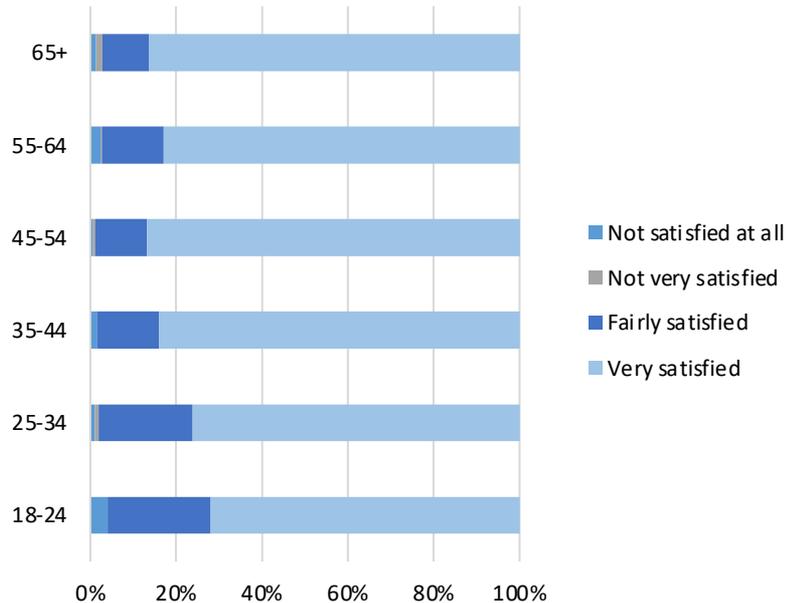
Those over 65 are least satisfied overall, though satisfaction remains high.



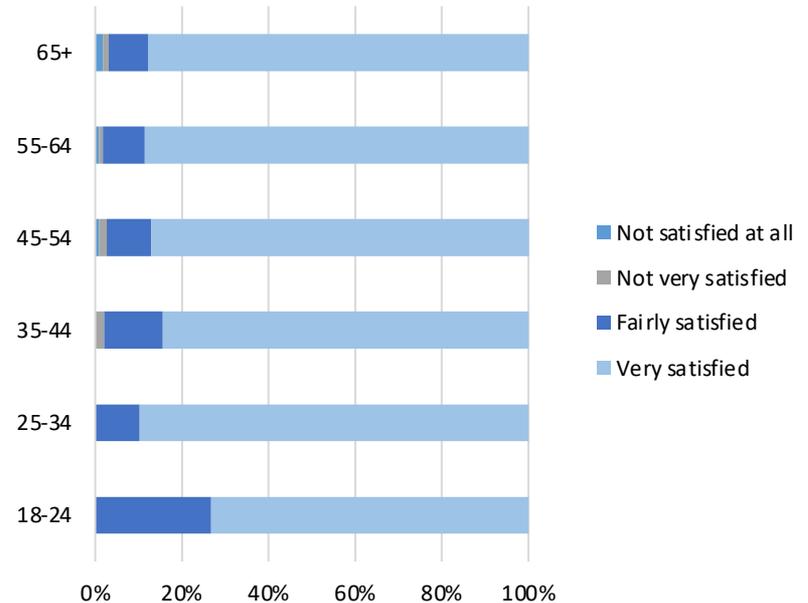
Satisfaction by age compared to 2018

Satisfaction is similar in the 2018 and 2022 elections. Online voters in 2022 are more likely to report being 'very satisfied,' particularly those aged 25-34.

2018



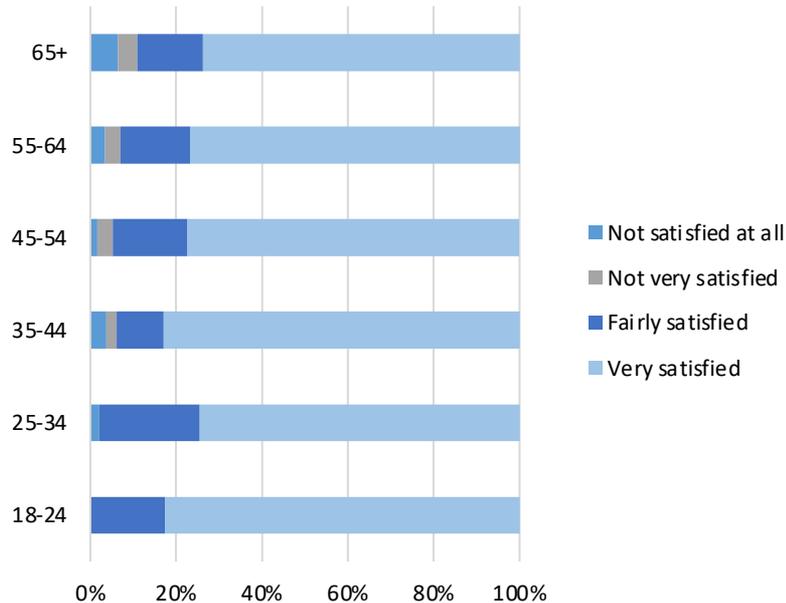
2022



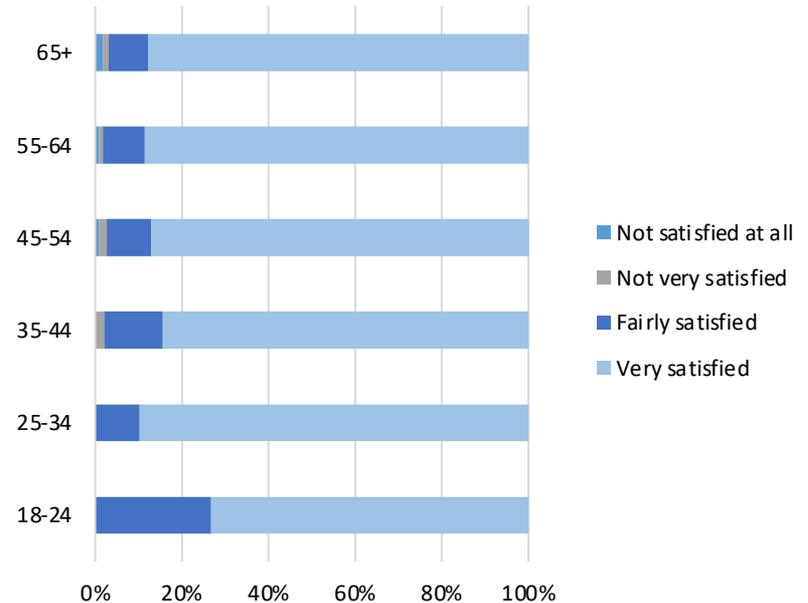
Satisfaction by age compared to 2014

Overall, there has been improvements in satisfaction since 2014, especially among older respondents.

2014



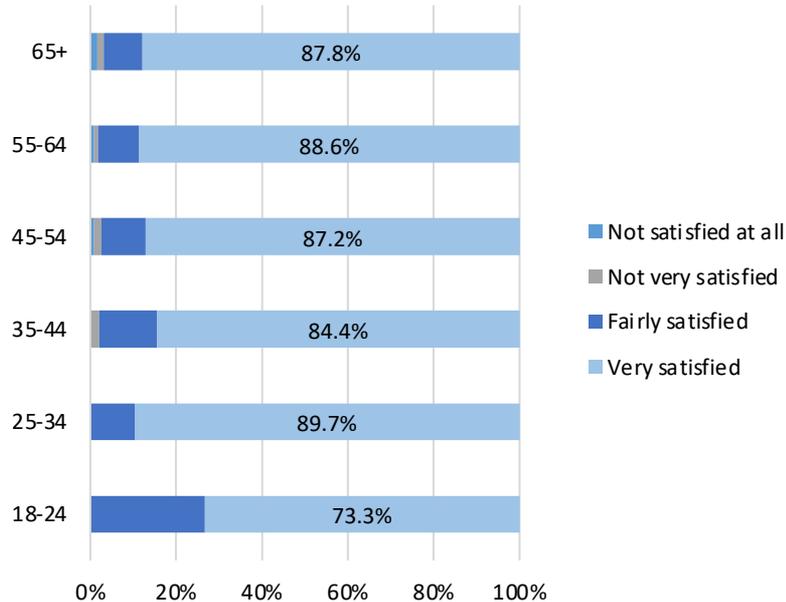
2022



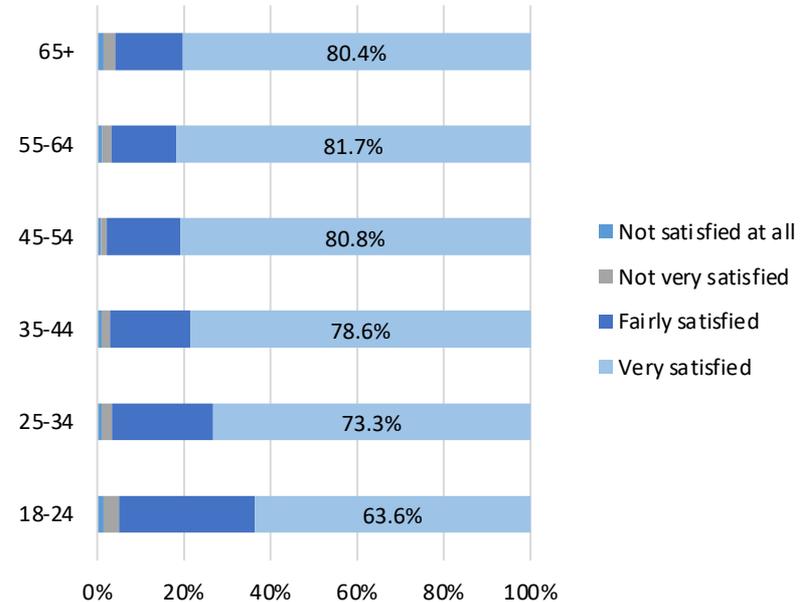
Comparing satisfaction with IVS data

Online voters in Kenora are more satisfied overall than IVS respondents. They are also more likely to report being 'very satisfied' with online voting.

Kenora 2022



IVS 2022



Rationale for use in Kenora

Rationale	2014	2018	2022
Convenience	44.30%	67.77%	69.10%
Accessibility	5.77%	6.24%	7.17%
Found it interesting/wanted to try something new	4.06%	3.58%	2.43%
Suggestion from friend(s) or family member(s)	0.66%	1.10%	1.22%
Suggestion from a candidate	0%	0.09%	0.24%
Positive past experience with voting online	0.13%	1.93%	4.99%
Privacy	0.66%	0.92%	0.36%
Health and safety concerns (COVID)	N/A	N/A	2.07%

Explanations for satisfaction

- Accessibility & convenience

It took me
1 minute.

Able to vote from
home is very
convenient and
green. Didn't have
to waste gas or
find parking.

I'm currently not in
my home town but
still wished to vote
for my municipality.
Online voting
allowed this to
occur...

It allowed me
time to review all
the candidates
and to vote when
I felt ready.

It is convenient as we
are seasonal residents.
I'm also
immunocompromised
and prefer this
method of voting. It is
superior the in person
and mail in voting
options.

I work 8:30 to 5:00,
have a dog to walk
and normal household
duties. This just made
it way easier to do and
only took a few
minutes.

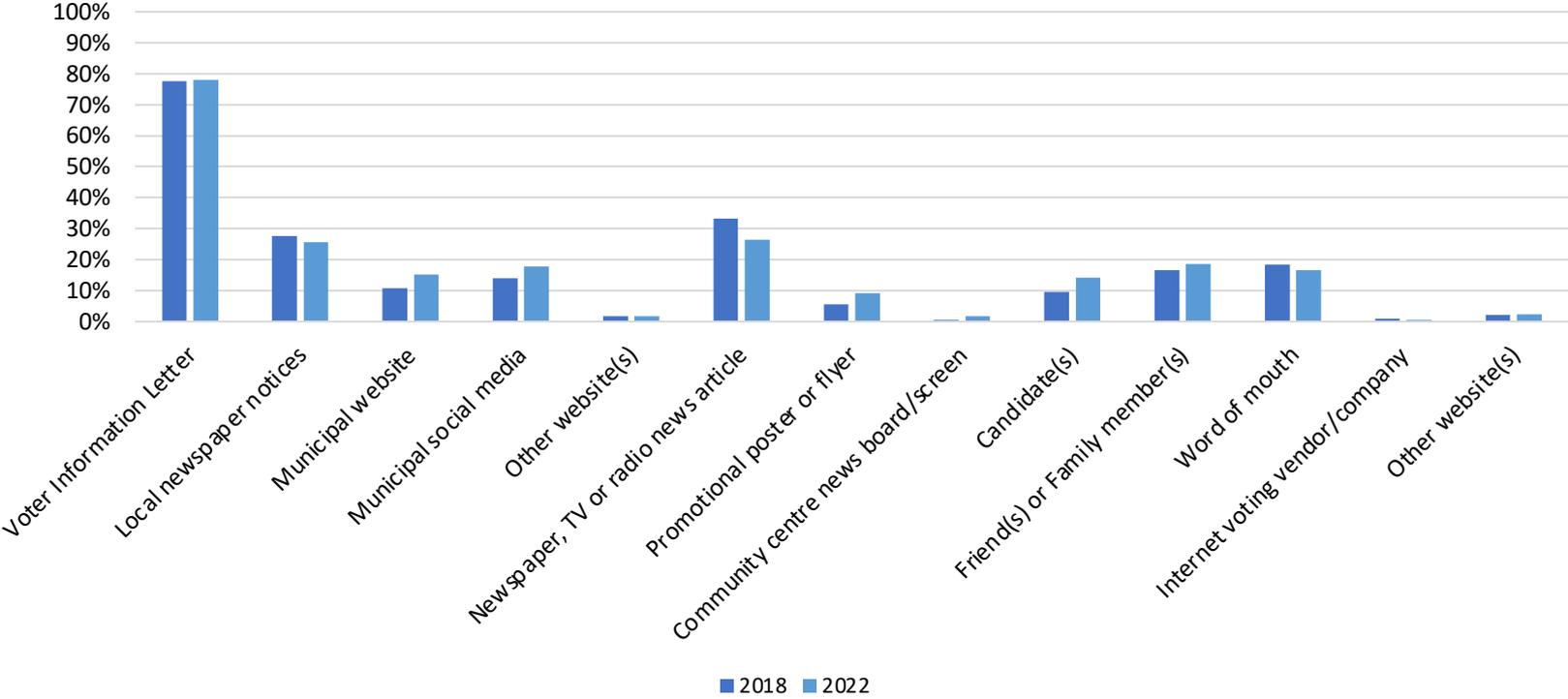
It was
accessible. Did
not have to look
for a ride to
voting station.

Young working
family with a
nap schedule to
hold. This was
easy to access.

3. Vote information



Source of voting information in Kenora

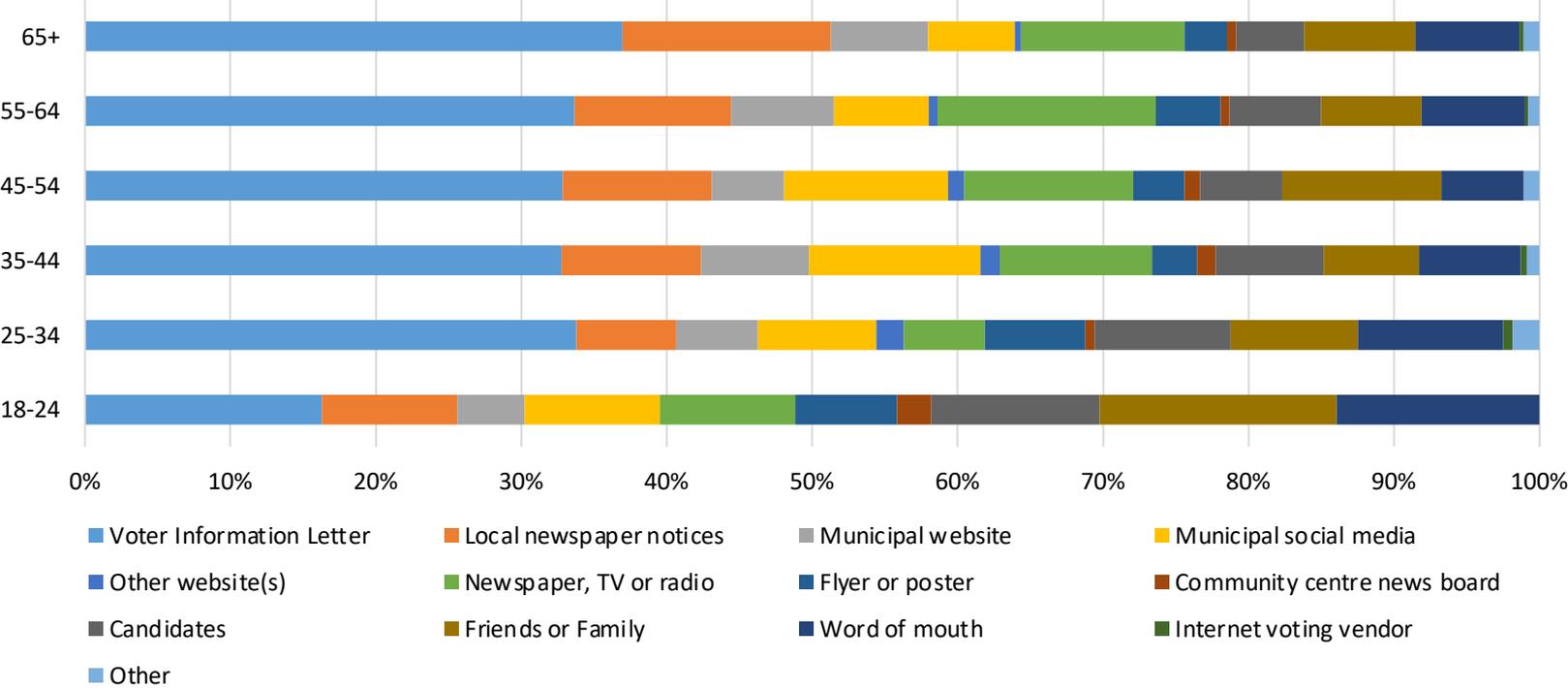


Source of voting information

- The Voter Information Letter is the most effective source of voting information.
- Online sources such as the municipal website and social media have increased in importance since 2018.
- There is a good mix among other categories, with word of mouth and flyers/news boards also increasing as sources.

Information source	Online voters	
	2018	2022
Voter Information Letter	78%	78%
Word of mouth/ other people	45%	50%
News, TV, radio	61%	52%
The web & social media	27%	35%
Flyers and news boards	6%	11%

Source of voting information by age



Key sources of information by age

Age Group	Key information sources, in order, aside from the VIL
18-24	Friends & family, word of mouth, candidates
25-34	Word of mouth, candidates, friends & family
35-44	Municipal social media, Newspapers/TV/Radio, local news notices
45-54	Newspapers/TV/Radio, municipal social media, friends & family
55+	Newspapers/TV/Radio, local news notices, friends & family

Friends & family, candidates, and word of mouth are key sources of information, especially for younger voters. Older voters are more likely to consult Newspapers/TV/Radio.

Voting information

- The Voter Information Letter is the most consulted source of voting information.
 - It is less drawn upon by younger voters aged 18 to 24, however, they are also less represented in the sample.
- Friends and family remain an important source for voters under 35.
- Social media is highly cited by those aged 35 to 54, a trend reflected in the wider sample.
- Given the diversity of information sources across age groups, a combination of traditional and digital mediums is needed to reach electors of all ages.

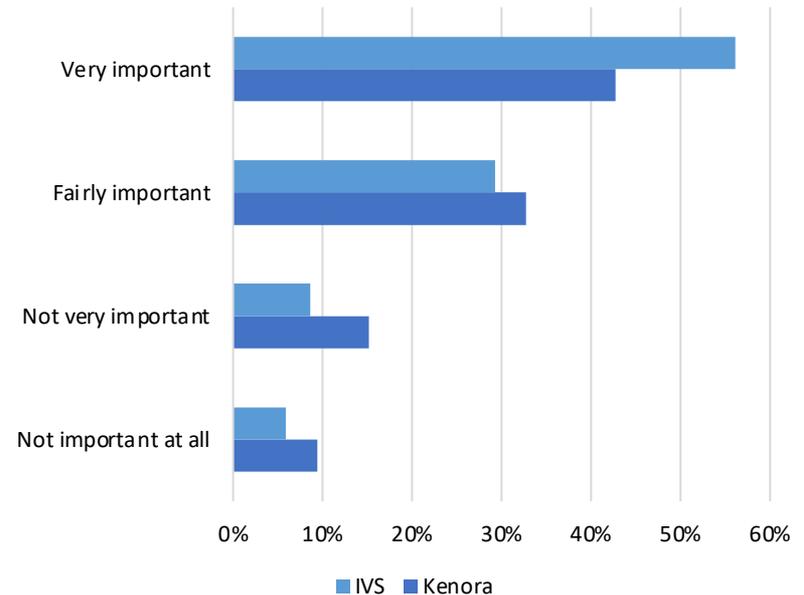
4. Voter profile and attitudes



COVID-19 Perceptions: Kenora vs IVS 2022

- 75% of respondents said it was important for Kenora to offer online voting because of COVID-19, vs 85% of the IVS sample.
 - 43% said it was 'very important' compared to 56% of the IVS sample.
- Online voters in Kenora were also less likely to report being worried about COVID-19.
 - 37% said that they are worried about COVID-19 compared to 56% of the IVS sample.

Given COVID-19, how important is it for Kenora to offer online voting?

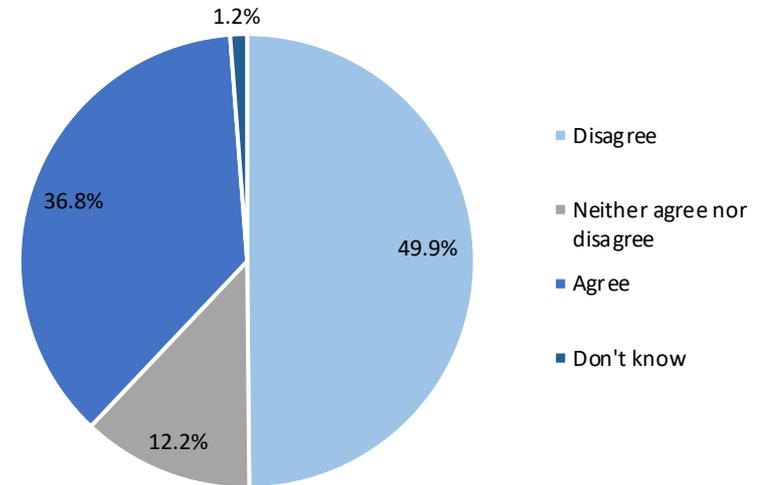


Public attitudes

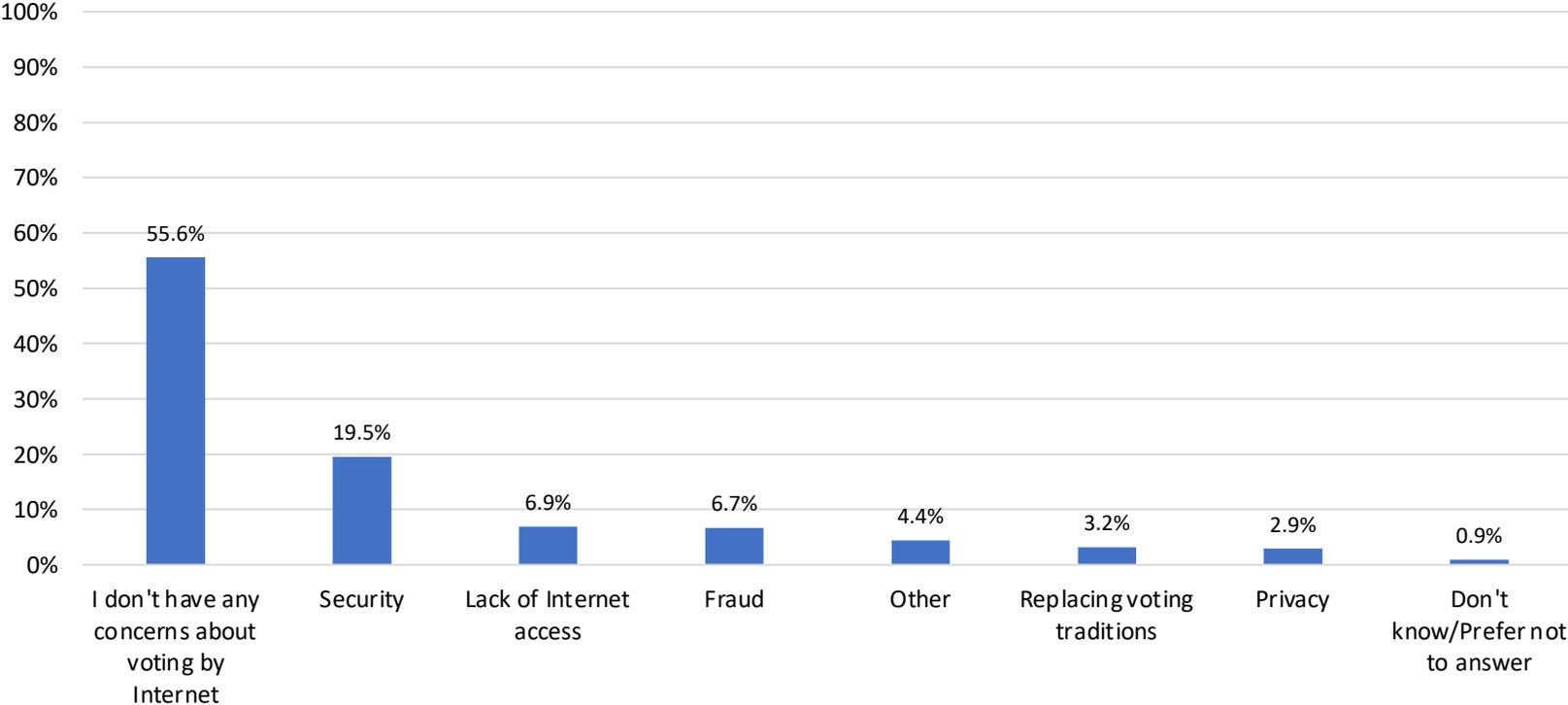
Perception of risk

- Voters were asked whether internet voting is risky or safe on an 11-point scale and as a binary option (safe/ risky).
- 75% of respondents presented with the binary option identified internet voting as safe (10% risky and 16% don't know).
- When asked the question on a scale the mean score was 7.6, trending toward perceiving online voting as safe.
- Overall, respondents perceive online voting as safe but do not agree that paper voting is not needed.

Paper voting is not needed in municipal elections where internet voting is available.

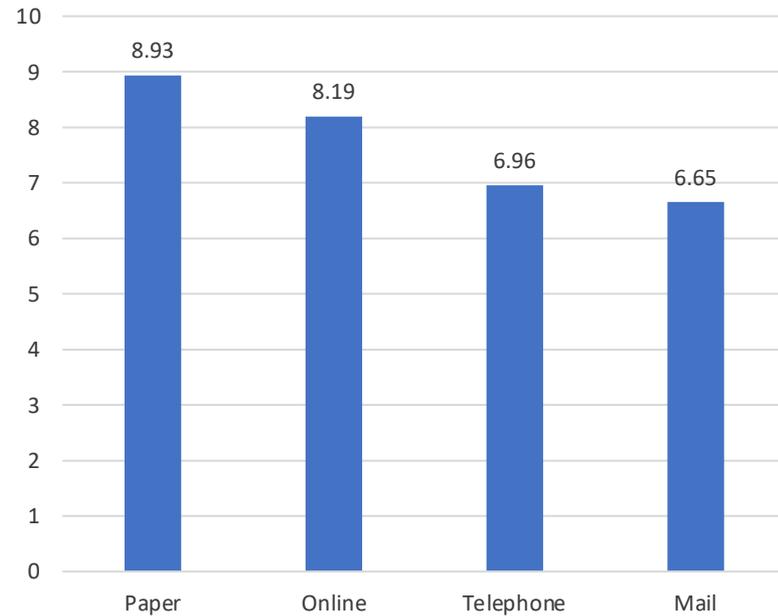


Concerns in Kenora

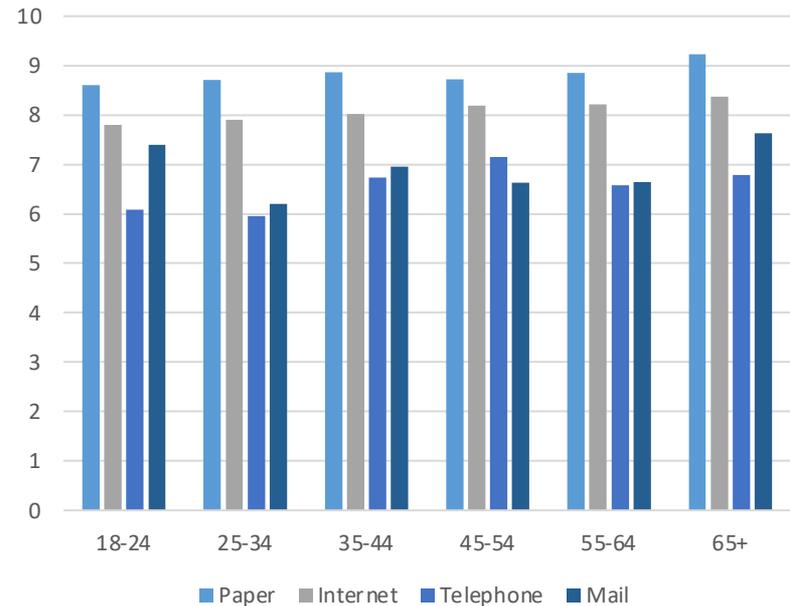


Trust in voting methods

Trust in voting methods



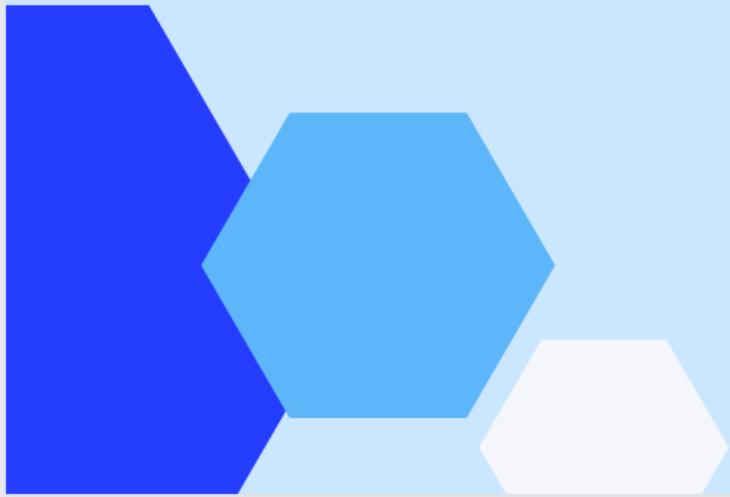
Trust in voting methods by age



Public attitudes

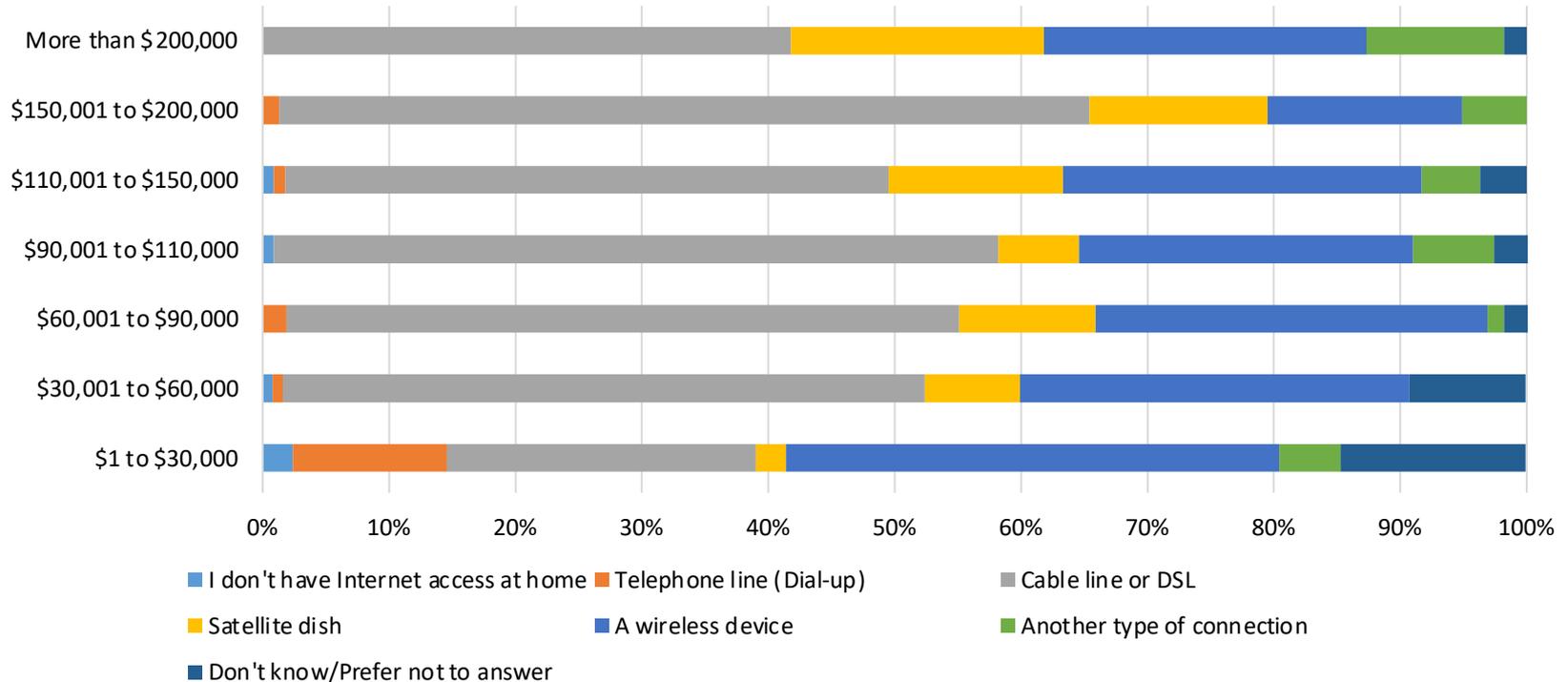
- Online voters are accepting of the voting method and thought it was important to offer considering COVID-19.
- Trust in online voting is strong compared to other voting methods.
 - While trust in paper voting is highest, online voting is strong for all ages.
- Though most feel online voting is safe and have no concerns, security remains a concern for some.
 - Standards could potentially offset these worries.
 - Education about security measures could also lower such concerns.
- Most respondents (50%) still feel that a paper ballot complement is needed.

5. Voter profile & participation

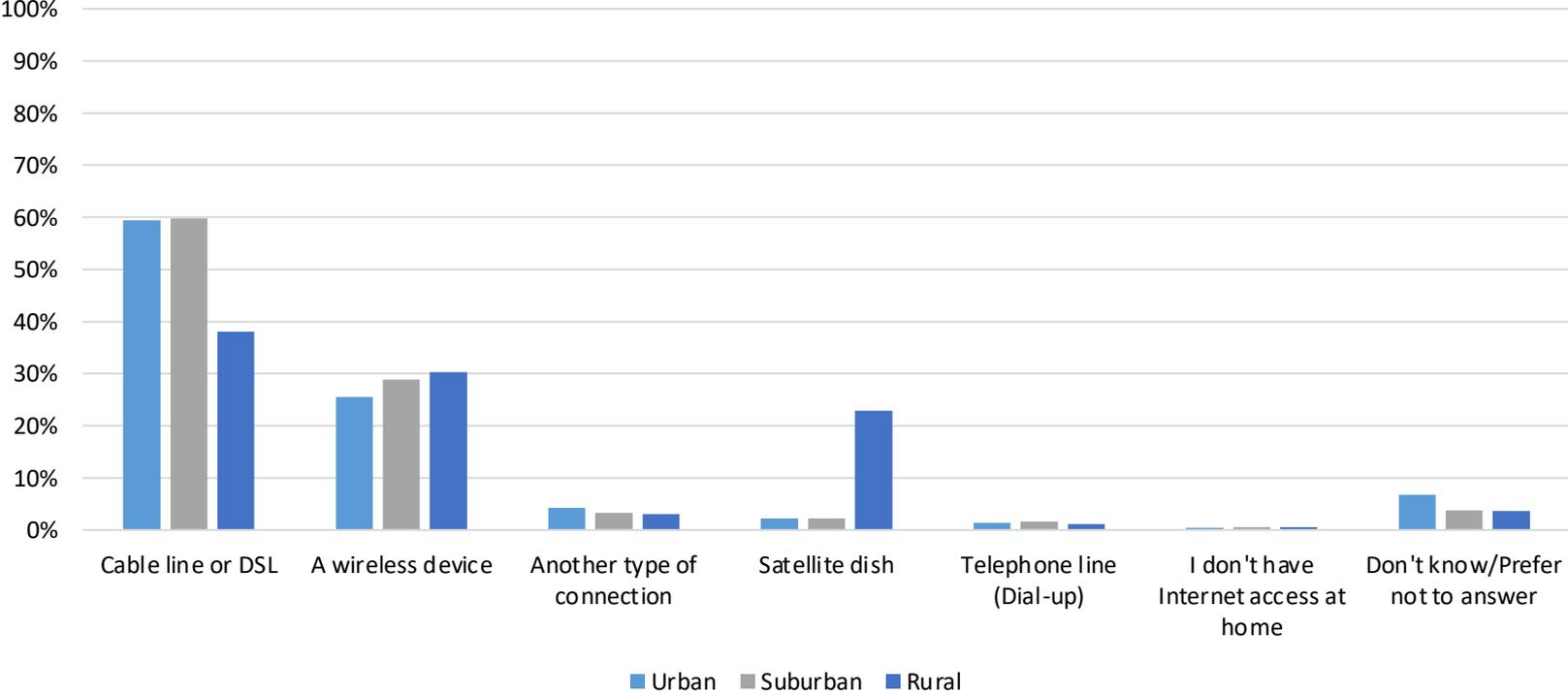


Digital profile: Internet type by income

Wireless and dial-up connections are more common among those with the lowest reported incomes.



Digital profile: Internet type by area



Voter profile from survey data

Profile	Characteristics	Kenora 2022	IVS 2022
Socio-demographic	Age	57 years	56 years
	Annual household income	\$60,001 to \$90,000 before taxes	\$90,001 to \$110,000 before taxes
	Community density	Suburban, but largest proportion of respondents are Rural	Suburban
	Education	Technical & community college	Some university
Attitudes	Voting history	Very habitual	Habitual
	Interest level in politics	Somewhat interested	Somewhat interested

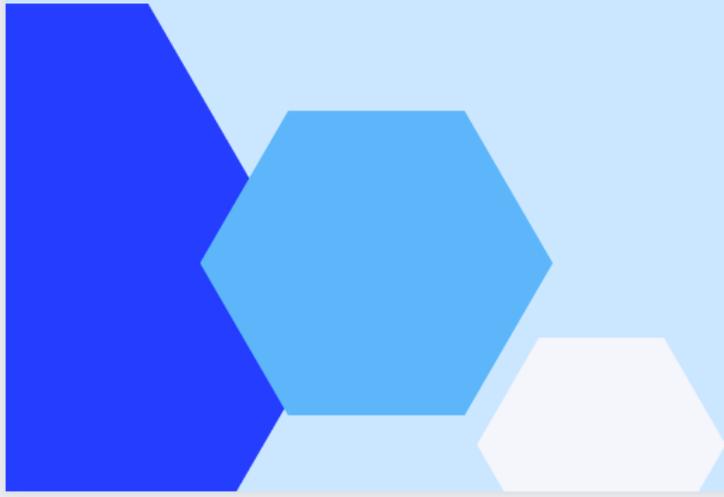
Reasons for not voting in a past municipal election (2018): Online voters

Category	Kenora	IVS
Everyday life issues (access)	40.3%	37.8%
Political issues (lack of interest)	25.3%	37.8%
Administrative issues	12.1%	8.3%
Kenora N=99; IVS N=2508 Excludes Other and Don't know		

Voter profile & participation

- Online voters in Kenora report slightly lower mean household incomes and education than the IVS sample, while identifying as having more committed voting histories.
- It is worth noting that type of internet access varies by income and urbanity. This consideration may be helpful in planning for the 2026 election.
- Overall, evidence from the IVS sample continues to suggest that online voting can encourage the participation of some electors based on accessibility and convenience.
 - 13% say they 'definitely' or 'probably' would not have voted without the online voting option.

6. Key comparison of 2022 and 2018



Key items compared: Online voters

Survey Question	2018	2022	Change
Overall satisfaction with the online voting process.	98%	98%	–
Very satisfied with the online voting process.	83%	87%	↑
Advance voters “very satisfied” with the voting process.	84%	89%	↑
Election Day voters “very satisfied” with the voting process.	80%	84%	↑
Would recommend online voting to others.	92%	93%	↑
Would vote online in future municipal elections.	96%	96%	–
Vote in all elections.	61%	60%	↓
Interested in politics.	74%	76%	↑

Satisfaction remains stable. Reports of being ‘very satisfied’, willingness to recommend online voting to others, and political interest have increased slightly.

Key items compared: 2022 and 2018

Survey Question	2018	2022	Change
I don't have any concerns about voting by Internet.	55%	56%	↑
Security is my top concern with voting by Internet.	24%	20%	↓
Fraud is my top concern with voting by Internet.	7%	7%	-
I use the Internet daily.	91%	94%	↑
Access government or public services online.	61%	72%	↑
Bank online.	76%	84%	↑
Shop online.	69%	82%	↑
Surf the web or read the news.	74%	86%	↑

Concerns about Internet voting have decreased. Internet use increased, including activities that require using personal information for online transactions.

7. Takeaways



Takeaways

- Online voters in Kenora are satisfied with their voting experience.
 - Increases in 'very satisfied' since 2018 and overall satisfaction since 2014.
 - Most vote online for 'convenience'.
 - Positive past experience with Internet voting has grown as a reason for use.
- Digital literacy is up, however, Kenora voters are more likely to list 'internet access' as a concern.
 - Promoting affordable, good quality access could be a consideration in 2026.
- A majority of online voters say they have no concerns with voting online.
 - Security concerns may be further lowered with education.
- Most respondents trust online voting and perceive it as safe, however, many (50%) continue to support paper ballots as a complementary method.

Takeaways

- COVID-19 was less of an issue for Kenora respondents, however, 75% felt it was important to offer online voting because of the virus.
- Voter Information Letter, Newspapers/TV/Radio, and friends & family are the top election information sources.
 - News has decreased in importance, while online mediums have increased since 2018.
- Given key differences in information sources by age, a blended model, which combines traditional and non-traditional mediums, is recommended to reach electors in 2026.
- Online voting continues to encourage voting among some electors.
- Overall, results show that the City of Kenora made improvements to the 2022 online voting experience despite already having strong ratings.

About the Authors

Dr. Nicole Goodman is an associate professor at Brock University where she holds the Chancellor's Chair in Research Excellence. She is recognized internationally as a leading expert on electoral modernization. She has co-authored reports for EMBs and governments across Canada and has provided advice to governments internationally about the modernization of elections. Dr. Goodman has led projects studying elections in municipalities and First Nations across Canada. She currently represents Canada on the International Institute for Democracy and Electoral Assistance Board of Advisers.



About the Authors

Nathan Olmstead is a doctoral candidate at the University of Toronto and a Research Fellow at the Niagara Community Observatory. His research interests include local government, urban policy, and digital governance. Originally from Northern Ontario, Nathan has also worked as a policy consultant and advocate on projects related to environmental sustainability, responsible technology, and animal welfare.





April 12, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Danica Farion, Executive Assistant to the CAO

Re: 2023–2026 Multi-Year Accessibility Plan

Recommendation:

That Council hereby accepts the 2023–2026 Multi-Year Accessibility Plan in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Background:

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to goods, services, facilities, accommodations, employment, structures and premises. Under the Integrated Accessibility Standards Regulation (IASR), the City is required to establish, implement, maintain and document a multi-year accessibility plan. The IASR establishes accessibility standards and introduces requirements for:

- Accessible Customer Service Standard
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

Since 2010, the City has successfully complied with all required milestones under this regulation. With the expiry of the previous Multi-Year Accessibility Plan, the City is required to institute another plan for the next four (4) years. This plan outlines the City of Kenora's strategy to identify, prevent and remove accessibility barriers, and meet its requirements under the IASR.

Staff have consulted with the Accessibility Advisory Committee (AAC) to help inform the priorities identified.

Each year, the City of Kenora is expected to provide a progress on the works identified in the Multi-Year Accessibility Plan as outlined by AODA/IASR requirements. This updated progress report has been attached to this report for information purposes.

Budget:

A number of actions identified have already been allocated funding as a part of the 2023 capital budget. Staff will explore grant opportunities to support further accessibility upgrades at City facilities.

Risk Analysis:

There is a major external risk attached to this recommendation as the Multi-Year Accessibility Plan is a legislated requirement. The risk of non-compliance is removed with approval of the Plan.

Communication Plan/Notice By-law Requirements:

The Plan will be uploaded to the City website, filed in permanent records, and circulated to appropriate Committee and staff members.

Strategic Plan or other Guiding Document:

Accessibility for Ontarians with Disabilities Act, 2005
Integrated Accessibility Standards O. Reg. 191/11

City of Kenora's Multi-Year Accessibility Plan 2023 - 2026

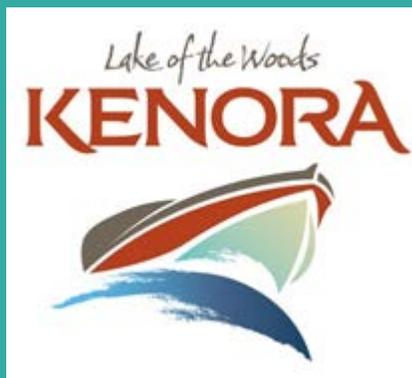


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2019-2022 Priorities and Commitment

Review and Monitoring

Feedback

Availability of the Plan.....

Contact Information

City of Kenora's Commitment to Accessibility

The City of Kenora is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Consultation

Consultation on the plan was conducted with City of Kenora staff from numerous departments and committees including:

- Accessibility Advisory Committee
- Senior Leadership Team
- Development Services Department
- Finance Department
- Human Resources Department
- Corporate Services Department
- Community Services Department
- Engineering and Infrastructure Department

Implementation Strategy

The City of Kenora supports the spirit and goals of the AODA to make the Province of Ontario accessible by 2025. The City is striving to become more accessible and inclusive to people with disabilities by ensuring accessibility is a reality throughout all facilities and public services; ensuring accessibility is integrated into all City initiatives, services, Boards and departments. City Council, all City staff, and the Accessibility Advisory Committee are all committed to building Kenora to be more accessible.

Structure and Governance

The responsibility for the implementation of the AODA and the various clauses within the Integrated Accessibility Standards Regulation is a shared responsibility among departments. The Accessibility Advisory Committee staff resources are responsible for ensuring compliance at the corporate level and is the focal point for legislative analysis and subject matter expertise. Departments retain the accountability for ensuring that their respective clauses are executed according to legislative requirements pertaining to the service delivery.

Senior Leadership Team

The Senior Leadership Team continues to support creation of accessible goods, services and facilities to improve inclusion to benefit all residents, visitors and employees. The Senior Leadership Team has reviewed and provided comments on the Multi-Year Accessibility Plan throughout its development.

City of Kenora Council

City Council is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity. City Council allocates funds each year to the Accessibility Reserve for accessibility upgrades to Kenora's public spaces and approves updates to policies guiding the delivery of services and goods in an accessible manner.

Accessibility Advisory Committee

The Accessibility Advisory Committee (AAC) is a key resource and contributor to accessibility planning issues in all departments at the City of Kenora. The AAC is a legislatively mandated committee of community volunteers. Presently, the AAC is comprised of ten members as well as a Council representative and alternate, and a City staff resources.

The staff resource may be called upon as required from time to time to address specific situations. This person will assist in all matters relating the administration of the activities of the Committee.

The City staff resource shall act as secretary for the Committee and duly record and administer the agenda's and minutes for the committee. An agenda will be developed through the Chair and staff resource for circulation prior to the meeting.

Legislative Background

Ontarians with Disabilities Act, 2001 (ODA)

The Ontarians with Disabilities Act (ODA), was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to goods, services, facilities, accommodations, employment, structures and premises.

Integrated Accessibility Standards Regulation (O. Reg. 191/11):

The IASR establishes accessibility standards and introduces requirements for:

- General Requirements
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

Ontario Building Code

Amendments to the Ontario Building Code were made in 2013 in accordance with the AODA. These amendments enhanced accessibility requirements in newly constructed buildings and extensive renovations.

The Ontario Building Code outlines accessibility / barrier-free design requirements in newly constructed buildings and existing buildings that are to be extensively renovated.

The Ontario Ministry of Municipal Affairs outlines in a new edition of the Building Code (Ontario Reg 88/19) amendments that include accessibility requirements for barrier-free access.

Ontario Human Rights Code

The Ontario Human Rights Code is an individual, complaints-based legislation that addresses discrimination. The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship.

Progress on the AODA/IASR

Garrow Park Accessibility Upgrades

In 2016, the City of Kenora successfully received funding through the Government of Canada's Enabling Accessibility Fund to complete two major accessibility enhancements at Garrow Park. A walkway was paved to serve as a connecting link between the Park and Rabbit Lake trails. Further, a Mobi Mat was purchased to ensure accessible access from the beach to the lake. Another major enhancement occurred in 2018 with the construction of a new accessible playground structure.

Website Redevelopment

In 2017, the City of Kenora's website was redeveloped to be fully compliant with WCAG 2.0 Level AA. Using the site improvement program, content is continually monitored for accessibility issues.

Coney Island Docking Improvements

In 2018 accessibility at Coney Island was improved by building a new floating dock which allows easier access to the shore for boaters. The project also included a walkway to the existing boardwalk.

Norman Park Improvements

In 2022 accessibility at Norman Park was improved with the installation of an accessible path from the splashpad to beach including accessible ramp and installation

of a Mobi Mat. Additional improvements to this park are in progress which will include a fully accessible and barrier free playground.

Bowman Electric Keewatin Arena and Kenora Sportsplex Improvements

The Bowman Electric Keewatin Arena (formerly Keewatin Memorial Arena) was upgraded with handrails for improved accessibility. Further works are in progress for the arena, including an elevator and improved washrooms. The Kenora Sportsplex saw a significant improvement with the installation of an elevator to allow barrier free access to the second floor, and a barrier free playground is planned for 2023.

Employment Expectations

Throughout 2018 to 2022 the City ensured all current staff had received appropriate AODA training, and continue to provide refresher training, as well as train all new staff, volunteers, or contracted employees with this training. The City of Kenora has established procedures for accommodating workers with disabilities and will continue to embed an equity analysis into all recruitment processes to remove any unintended barriers. This includes an initiated targeted outreach strategy for recruiting people with disabilities and ensuring an application process that is barrier-free.

Kenora Library Evolvement

In 2020, the Kenora Library began digitalizing their catalogue of books and materials to be utilized by persons with vision impairments via e-reading technology, this work is ongoing.

2022 Municipal Elections

In 2022, the City of Kenora held their third electronic voting municipal election. With the use of internet/telephone voting it essentially eliminates the need for polling locations with the exception of the Revision Centre at City Hall Council Chambers. This type of voting method is recognized as the most accessible format of voting as it allows persons to vote from the convenience of their own homes where aid devices are readily available no matter what the person's disability may be. This type of voting also increases the visible portion to a person with disabilities to recognize that they may require special assistance as they can use their own devices from their own homes.

Priorities and Commitments

General Requirements

- a) Keep accessibility standards and criteria consistent in the procurement of goods and services.
- b) Provide training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities as new staff are on boarded or legislation is updated.
- c) All employees, volunteers, and persons participating in the development and approval of policies will be provided with training.
- d) Continue to include mental health training with traditional first-aid training.
- e) The City will document and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided;
- f) Training will be provided whenever changes to Accessibility Policies are made.
- g) Ensure all volunteers and contractors understand AODA standards when completing activities on behalf of the City.

Information, Communications and Accessible Formats

- a) Conduct regular review of the City of Kenora website content for accessibility. The City uses a program which scans the website and advises of any non-compliance with content.
- b) Utilize best practices for creating accessible documents and work with staff who create documents for public use to create web-ready, accessible documents at source.

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- c) Respond to feedback with respect to accessibility at the City of Kenora through accessible feedback processes.
 - d) The Kenora Library will continue to digitalize its catalogue of books and materials to be utilized by persons with visual impairments via e-reading technology (2023-2026).
 - e) Develop and implement e-permitting for open air burn permits as well as building permits.
 - f) Encourage residents to utilize the newly implemented self-reporting module on the City website for service requests so individuals may request service from the City through their own accessible devices.
 - g) Hold Municipal Elections online at the discretion of Council with an in-person component should persons require assistance.
 - h) Program designated fitness classes with sensory alterations for impairments (2026).
 - i) Implement new notification tool to alert transit riders of changes or cancellations to the City transit schedule.

Employment

- a) Develop and document individual accommodation plans for employees with disabilities for new staff or existing staff who require these plans.
- b) Ensure that employees' individualized emergency protocols and individualized accommodation plans are reviewed on a regular basis.
- c) Review emergency procedures on an annual basis to ensure that information is available in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

-
- d) Foster a culture of employee engagement and inclusion through analysis of equity data gathered through survey – to inform workforce planning priorities through data-informed decision making.

Transportation

- a) The City's various Transportation Service providers will work to ensure compliance with the accessibility legislation on behalf of the City.
- b) The City's Fleet Department will continue to use procurement initiatives to ensure current accessibility standards are adhered to when purchasing new City owned vehicles.

Design of Public Spaces

- a) Continue to remove barriers from existing facilities and infrastructure as identified in the City of Kenora's previous accessibility plans in addition to others that are identified including washroom renovations, ramps and automatic door openers.
- b) Continue Norman Park installation of fully accessible and barrier free playground (2023)
- c) Addition of accessible docking at Coney Island (2023)
- d) Rebuild of Central Park Community Clubhouse with fully accessible features (2023)
- e) Create an accessible pathway at Beatty park (2023)
- f) Installation of accessible lift at Bowman Electric Keewatin Arena (formerly Keewatin Memorial Arena) (2023)
- g) Upgrades to McLeod Park which includes improved accessibility features (2023)
- h) Installation of new public washrooms in the downtown core which will be fully accessible (2023)

-
- i) Completion of detailed design for portions of the Harbourfront with fully accessible features (2023-2024)
- j) Expansion of the Discovery Centre will be completely accessible (2023-2025), the programmed space from this expansion will be accessible as well, including items such as braille, multiple languages, etc.
- k) Continue Lift and Level Program and Trip edge removal program to remove trip hazards and barriers to accessibility caused by heaved and sunken sidewalk slabs, which provides safer and more uniform walking surface to all citizens of Kenora.
- l) All existing sidewalks rehabilitated replaced and reconstructed to current Engineering Standards to provide a safe uniform walking surface which incorporate barrier free ramps at each intersection.
- m) Install audible crossing signals at pedestrian crossings at signalized intersections. When signals are scheduled to be updated or replaced.
- n) Accessibility Advisory Committee will continue to review design plans for new City-owned buildings and major renovations, and comment on site plan controls.
- o) The Moncrief Construction Sports Centre (formerly Kenora Recreation Centre) will undergo the following accessibility improvements:
- paint stairs alternating colours to contrast level changes for visual impairment (2024)
 - add braille signage throughout the building (2025)
 - add additional accessible parking stalls (2024)
 - add auditory cues for schedules within the facility (2026)
- p) The Kenora Library will strive to implement the following accessibility improvements: (2023-2026)
- strengthen online presence
 - explore the concept of a dementia friendly space as well as train staff with respect to customers with dementia

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- review current washrooms and make accessible improvements where necessary

q) The City of Kenora's Parks Department, as well as the Facilities Department, will continue to be responsible for maintaining the accessible elements of public spaces and will apply best practices in preventative maintenance. This will include periodic evaluations, such as:

- Annual inspections;
- Inspections after storms or events that may affect accessible elements;
- Seasonal based maintenance; and
- Inspections in response to reports of vandalism or complains.

The City will also apply best practices in the emergency maintenance and repair of the accessible elements of public spaces. These practices focus on an active response upon notification and repair as soon as practicable.

Regarding procedures for dealing with temporary disruptions to public spaces' accessible elements, the city will continue to provide public notification of temporary disruptions. Public notification may include signage, notification on the City's website or social media platforms, or media releases, as determined by the City, based on the nature or extent of the disruption.

Review and Monitoring

The Multi-Year Accessibility Plan will be reviewed and updated at least once every four years. An annual status report will be completed to document the progress and measures taken to implement City of Kenora strategy and meet the requirements of the Integrated Accessibility Standards Regulation. The City of Kenora will prepare accessibility reports for submission to the Ontario Government every 2 years. The report will be prepared in consultation with the municipal Accessibility Advisory Committee.

Availability of the Plan

The Multi-Year Accessibility Plan can be accessed through the City of Kenora's website. <http://kenora.ca/living/accessibility-inclusion/>

Feedback

We will also monitor and evaluate and feedback we have received throughout the year related to accessibility. This information may be integrated into our accessibility reports. Any comments on our accomplishments and plans are welcome and will be considered in our ongoing accessibility planning.

We welcome inquiries and feedback about accessibility and the City of Kenora's efforts at meeting the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and the Integrated Accessibility Standards Regulation.

Visit/Mail: 1 Main Street South Kenora, Ontario P9N 3X2 Tel: 807-467-2000

Fax: 807-467-2009

Email: service@kenora.ca

Alternate formats of this document are available free upon request.

Revised: March 24, 2023

The City of Kenora Multi-Year Accessibility Plan Progress Report



To request a copy of the City of Kenora's Multi-Year Accessibility Plan and Progress Report in an alternative format please see the contact information on the last page of this report.



Purpose

This is the Accessibility Progress Report of the city of Kenora's Multi-Year Accessibility Plans to date. In 2014, the City released its first Multi-Year Accessibility Plan, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11 (IASR)). This plan outlines the City of Kenora's strategy to identify, prevent, and remove accessibility barriers and meet legislative requirements.

City of Kenora's Commitment

"The City of Kenora is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and going beyond the minimum requirements under the Accessibility for Ontarians with Disabilities Act."

Background

The Accessibility for Ontarians with Disabilities Act (AODA) became law in 2005. It sets out the minimum accessibility requirements that an organization must meet in the areas of customer service, information and communications, employment, transportation and the built environment, with staggered compliance deadlines to 2021.

As part of its requirements under legislation, the City established an Accessibility Advisory Committee (AAC) in 2003. The AAC is responsible for the provision of advice to Council on specific initiatives to be undertaken by the City. This consultation assists with the prevention, identification and removal of barriers that restrict people with disabilities from participating in City programs or accessing services, and facilities. The Committee is comprised of dedicated volunteers committed to working towards a barrier-free municipality.

The City's AAC is made up of 10 citizens and 2 Council representatives. Members are representing and advocating for persons with disabilities in the community.

The AAC meets on a regular basis and meetings are open to the public. During meetings, updates are provided to the AAC which may include presentations or discussions led by staff.

The mandatory accessibility standards are in the areas of:

- Customer Service
- Information and Communications
- Employment
- Transportation
- Design of Public Spaces (Built Environment)

Both public and private sector organizations must implement these standards in phases.

The following sections illustrate the City's progress in realizing the action items identified in the Multi-Year Accessibility Plans to date. They are organized according to the requirements within the [Guide to the Integrated Accessibility Standards Regulation](#).

Status of Actions

	Actions with this symbol are complete.		Actions with this symbol have been implemented and are a consistent practice.		Actions with this symbol are in development or being implemented.
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Emergency Procedure, Plans, or Public Safety Information

	<p>72 hour Emergency Preparedness Guides for People with Disabilities have been developed and have been made available from the Fire Chief's Office (100 14th Street N) or can be accessed on the City of Kenora Website.</p>
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Workplace Emergency Response Information

	<p>A self-reporting form has been developed by the Human Resources Department to allow staff with a disability to identify their needs.</p>
	<p>The City will continue to ensure that employees' individualized emergency protocols are reviewed and updated if required on a regular basis.</p>

Procurement

	<p>Tools have been developed to assist procurement staff determine applicable accessibility criteria and features, and evaluate proposals with respect to those standards.</p>
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Training

	Training on the requirements of the IASR and on the Ontario Human Rights Code, as it pertains to persons with disabilities have been developed.
	All employees, volunteers, and persons participating in the development and approval of policies have been, or will be once needed, provided with training.
	The City documents and maintains a record of all training provided, including dates that the training occurred, and the individuals to whom it was provided.
	Training will be provided whenever changes to Accessibility Policies are made.

Transportation Specific Requirements

	The City's various Transportation Service providers will work to ensure compliance with AODA/IASR requirements on behalf of the City of Kenora.
	The City of Kenora's Fleet Department uses Transit Procurement Initiative (TPI) to ensure current accessibility standards are adhered to when purchasing new transit or handi-transit vehicles.
	The City of Kenora Transit met compliance of AODA/IASR standards when new audible devices were purchased and installed.

Accessibility Policies

	The City will continue to review its policies and standard operation procedures to identify opportunities to integrate AODA requirements.
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Accessible Formats, Information, and Communication Standards

	<p>Updates to the City of Kenora website have been made to improve accessibility and to meet 'Web Content Accessibility Guidelines' (WCAG) requirements. The website is designed with accessibility features in the background for screen readers, these are important enhancements for flow of reading.</p>
	<p>The City uses a program which scans the website and advises of any non-compliance with content.</p>
	<p>The City will continue to ensure any new website(s) or virtual content meets WCAG 2.0 Level A with a goal of meeting AA requirements as soon as feasible.</p>
	<p>The City has implemented the practice of creating content text on its website as opposed to linking site visitors to a PDF format.</p>
	<p>The City has developed guidelines and best practices for creating accessible documents and works with staff who create documents for public use to create web-ready, accessible documents at the source.</p>
	<p>The City will continue to respond to feedback with respect to accessibility at the City of Kenora through accessible feedback processes.</p>
	<p>In 2022, the City of Kenora held their third electronic voting municipal election. If approved by Council at each Election time, this practice will continue.</p>
	<p>The City continues to implement electronic means where possible in order to access information easier from the comfort of own home or area where assistance is readily available.</p>
	<p>The City of Kenora implemented a Customer Self-Reporting module to its website for service requests so individuals may request service from the City through their own accessible devices.</p>
	<p>The City of Kenora Fire and Emergency Services Department is working towards digitalizing open air burn permits which would allow individuals to obtain these online. The City is also aiming towards transitioning building permits to a digital format within the coming years.</p>
	<p>The Kenora Library began digitalizing its catalogue of books and materials to be utilized by persons with visual impairments via e-reading technology in 2020.</p>

Employment Standards

	The City has developed and implemented a barrier-free recruitment and employment strategy for equity-seeking groups, including people with disabilities.
	The City will continue to ensure that employees' individualized accommodation plans are reviewed and updated if required on a regular basis. The City will continue to develop and document Individual Accommodation Plans for employees with disabilities as required and/or as new employees are on boarded.
	The City of Kenora will continue to embed an equity analysis into all recruitment processes to remove any unintended barriers.
	The City of Kenora's Human Resources Department has established and implemented procedures for accommodating workers with disabilities.
	The City has developed a guide to the Accommodation of Disabled Workers and made it available and accessible for all employees.
	The City has developed a documented Return to Work Process.
	The City will continue to review Human Resources policies and procedures with an accessibility perspective and ensure that the requirements of the Employment Standard and the Ontario Human Rights Code are being met.

Design of Public Spaces

	<p>The City of Kenora's Parks Division and Facilities Division will continue to be responsible for maintaining the accessible elements of public spaces and will apply best practices in preventative maintenance. This will include periodic evaluations, such as:</p> <ul style="list-style-type: none"> • Annual Inspections; • Inspections after storms or events that may affect accessible elements; • Seasonal based maintenance; and • Inspections in response to reports of vandalism or complains. <p>The City will also apply best practices in the emergency maintenance and repair of the accessible elements of public spaces. These practices focus on an active response upon notification and repair as soon as practicable.</p> <p>Regarding procedures for dealing with temporary disruptions to public spaces' accessible elements, the City will continue to provide public notification of</p>
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	<p>disruptions. Public notification may include signage, notification on the City's website and virtual platforms, and/or media releases, as determined by the City, based on the nature or extent of the disruption.</p>
	<p>The Accessibility Advisory Committee of the City of Kenora will continue to review design plans for new city owned buildings and major renovations, and comment on site plan controls.</p>
	<p>The City of Kenora, in conjunction with its Accessibility Advisory Committee will work on improving the accessibility of public spaces in advance of these requirements. Some examples include:</p> <ul style="list-style-type: none"> • Accessibility Sidewalk Ramping Program; • Lift and Level Program; and • Trip Edge Removal Program.
	<p>The City added an accessible boardwalk and transition points, enhancing accessibility on the walkways and washrooms at Coney Island Beach.</p>
	<p>The City installed an accessible path from the Splashpad to the beach, including an accessible ramp and Mobi-Mat at Norman Park.</p>
	<p>The City is actively working to remove barriers wherever possible, some notable items recently addressed are:</p> <ul style="list-style-type: none"> • Bowman Electric Keewatin Arena's accessible ramp was upgraded with handrails for improved accessibility; • Kenora's Sportsplex had an elevator installed to allow barrier-free access to the second floor, as well as repairs to the accessible ramp; and • The Kenora Library received a several thousand dollar upgrade to its accessible ramp.
	<p>The City of Kenora will continue to work at rehabilitating, replacing, or reconstructing all existing sidewalks to current Engineering Standards to provide a safe, uniform walking surface with incorporated barrier-free ramps at intersections.</p>
	<p>The City of Kenora will continue to install audible crossing signals at pedestrian crossings at signalized intersections when signals are scheduled to be updated or replaced.</p>

Your Feedback Is Important!

To let us know what you think of the City of Kenora's Progress Report for Multi-Year Accessibility Plans, or the City of Kenora's efforts in meeting AODA and IASR requirements, please contact us via:

Visit/Mail: 1 Main Street South Kenora, Ontario P9N 3X2

Tel: 807-467-2000 **Fax:** 807-467-2009

Email: service@kenora.ca

Additional Information

[About Accessibility Laws](#)
[Accessibility Rules for Municipalities](#)
[2023-2026 Multi-Year Accessibility Plan](#)



Revised: March 17, 2023



April 12, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Danica Farion, Executive Assistant to the CAO

Re: Amend Terms of Reference – Accessibility Advisory Committee

Recommendation:

That Council hereby amends the Terms of Reference for the Accessibility Advisory Committee; and further

That bylaw number 60-2014 be hereby repealed; and further

That three readings be given to a bylaw to adopt a new Terms of Reference.

Background:

The City of Kenora's Accessibility Advisory Committee is a legislated committee under the Accessibility for Ontarians with Disabilities Act (AODA). The committee is comprised of 10 members, 2 Councillors, and City of Kenora Staff members.

The current Terms of Reference for this Committee were established in 2014, and as such, the current Committee has undertaken a review to ensure the Terms of Reference are current with language, law, and goals.

Many areas within the Terms of Reference are dictated by the AODA and therefore cannot be edited or revised; the edits brought forward today are pertaining to inclusive language and practices that work best for the City of Kenora.

Budget: N/A

Risk Analysis: There is a low risk to amending and updating the Committee's Terms of Reference; however without doing so, Committee action will be limited to outdated mandates.

Communication Plan/Notice By-law Requirements:

The Plan will be uploaded to the City website, filed in permanent records, and circulated to appropriate Committee members.

Strategic Plan or Other Guiding Document:

Accessibility for Ontarians Disability Act (AODA)
Integrated Accessibility Standards Regulation (IASR)

The Corporation of the City of Kenora

By-Law Number 60 - 2014

A By-Law to Establish Terms of Reference for the City of Kenora Accessibility Advisory Committee

Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the City of Kenora adopted Accessibility Policy number LS-4-2 intended to create a culture of accessibility awareness and action by striving for continuous improvement in accessibility awareness of all departments, services and activities of the City; and

Whereas the Council of the City of Kenora will also encourage and enable its citizens and businesses to promote accessibility friendly practices to make their businesses accessible to all;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:-

1.0 Purpose

The purpose is to establish an Accessibility Advisory Committee for the City of Kenora under the following structure.

2.0 Role of the Committee

The role of the Accessibility Advisory Committee is to provide advice and direction to City Council on a wide range of accessibility and inclusion matters. Generally, the role of the Committee will be to advise the City on the development and implementation of the annual Municipal Accessibility Plan and advising Council on issues relating to citizens with a disability. Duties of the Committee include:

- Advise Council on the preparation, implementation and effectiveness of the annual accessibility plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in the City's by-laws, policies, programs, practices, facilities, and services;
- Advise Council on all accessibility and inclusion related issues within the City of Kenora including the review of site plans relating to identified buildings within the municipality;
- Advocate for the elimination of barriers including physical, attitudinal and social for citizens with disabilities;
- Promote the goals and objectives of the Ontarians with Disabilities Act by providing visible leadership within the community and the Corporation

3.0 Definitions

“Barrier” – is anything that stops a person with a disability from fully taking part in society because of that disability. Some barriers include:

- Physical barriers, for example a step at the entrance to a store;
- Architectural barriers, for example no elevators in a building of more than one floor;
- Information or communication barriers, for example: sign language interpreter at a public meeting
- Attitudinal barriers, for example assuming people with a disability can't perform a certain task when in fact they can;
- Technological barriers such as traffic lights that change too quickly before a person with a disability has time to get through the intersection;
- Barriers created by policies or practices, for example not offering different ways to complete a test as part of job hiring
- Alternate formats for low vision, blindness and low literacy

“Disability” – Ontario Human Rights Code defines disability as: Any degree of physical disability, infirmity, malformation or disfigurement caused by bodily injury, birth defect or illness and includes, but is not limited to:

- Diabetes mellitus;
- Epilepsy;
- A brain injury;
- Any degree of paralysis;
- Lack of physical co-ordination;
- Blindness or visual impediment;
- Deafness or hearing impediment;
- Amputation
- Muteness or speech impediment; or
- Physical reliance on a guide dog on a guide dog or other animal, or a wheelchair or other remedial appliance or device
- A condition of mental impairment or a developmental disability;
- A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

4.0 Committee Membership

4.1 The Accessibility Advisory Committee may consist of ten (10) voting members and would include members from the following:

- ~~One (1)~~ Developmental disability (and possibly 1-2 support people)
- ~~One (1)~~ culturally deaf (2 reps but 1 vote)
- ~~One (1)~~ mental illness
- ~~One (1)~~ mobility
- ~~One (1)~~ hard of hearing and deafened
- ~~One (1)~~ visually impaired and/or blind
- ~~One (1)~~ brain injured
- ~~One (1)~~ senior with a disability
- ~~Two (2)~~ City Councillor(s) (1 Primary and 1 Alternate, 1 Vote Shared)
- ~~One (1)~~ Citizen at large
- ~~One (1)~~ Service agency
- ~~One (1)~~ parent/guardian with a child with a disability who is under 18 years of age

~~4.2 — The majority of the members of the committee should include persons with a disability.~~ The majority of the members of the committee should include persons with a disability, where this is not possible the members may include those with professional or personal experience with people with disabilities.

4.32 Member Qualifications

4.32.1 The following qualifications should be considered for appointing members to the Accessibility Advisory Committee:

4.23.2 Awareness and knowledge of the Accessibility for Ontarians with Disabilities Act and its Standards. 5.1.2 Have relevant work and volunteer experience, demonstrated expertise, and interest and participation in accessibility and community matters. This may include a family member of a person with a disability, or represents a skill set or interest in areas including youth, adults or seniors.

~~4.3 — The City Clerk, or designate, shall act as a staff resource to the Committee and additional staff resources may be called upon as required from time to time to address specific situations. The City Clerk will assist in all matters relating the administration of the activities of the Committee.~~

4.4 The City's ~~Administrative Assistant~~ Staff Resource shall act as Secretary for the Committee and duly record and administer the agenda's and minutes for the committee. Agenda's will be developed through the Chair and ~~Administrative Assistant~~Staff Resource for circulation prior to the meeting.

4.5 In addition to the above City positions acting as Ex-Officio on the Committee, other positions that may act in an advisory capacity are: Regional Services with the Ministry of Citizenship.

4.6 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business. A quorum is 50% +1.

4.7 Committee selection will occur within the context of the City's policy for appointment to the Committees of Council. ~~A recruitment and selection committee will work with the Office of the Clerk to review applications, conduct interviews and make recommendations for appointment. A review of candidates to Council will be presented "in camera" for consideration.~~

5.0 Chair

The Committee shall elect a chairperson from its members at the first meeting of each year and hold the office for one year. ~~In the case of absence of the chairperson, the~~ The Committee shall ~~appoint~~ elect a co-chairperson from among its members ~~for that meeting at its first meeting, in the case of absence of the chairperson,-~~

6.0 Meetings and Administration

Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee.

Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the Chairman will result in the termination of membership from the committee.

The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the Chairman in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

7.0 Term of Committee

The term for membership on the Committee shall be as appointed by Council. Members shall be appointed by Council, and Council may replace members on the Committee at any time. Council may be requested to amend the Terms of

Reference for the Committee at any time, or they may be amended subsequent to the election of a new Council.

8.0 Meeting Format

The Committee will strive for an optimal level of accessibility and inclusion at all meetings including physical access and access to the meeting contents and proceedings. Accessibility Ontario's "Planning for Accessible Meetings" will be used as a guideline.

9.0 Committee Operation Expenses

In order to attract proper representation from citizens with a disability, a budget will be assigned to the Committee for consideration of the accommodations required for people with disabilities to fully participate in meetings. The budget will cover costs such as meeting room rentals, additional expenses for accessible transportation such as Handi Transit costs, Attendant Care, and communication supports such as sign language interpreters, computerized note-takers, audio and/or visual documentation, large print documents, and braille translation.

10.0 Conflict of Interest

The Municipal Conflict of Interest Act will govern the Committee. The City Clerk's Office provides copies of the Act to the Committee Members at the inaugural meeting of the Committee along with a brief overview.

11.0 Communications and Additional Resources

The Chairman of the Committee shall be key contact and spokesperson for the Committee, as well as reporting the work of the Committee back to the City of Kenora Council.

12.0 Commencement

That this by-law shall take effect and come into force upon third and final reading.

By-law read a First & Second Time this ~~20th~~19th day of ~~May,~~
2014April, 2023

By-law read a Third & Final Time this ~~20th~~19th day of ~~May,~~
2014April, 2023

The Corporation of the City of Kenora:

~~David S. Canfield, Mayor~~Andrew Poirier, Mayor

~~Heather Kasprick~~Pihulak, City Clerk



April 12, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Danica Farion, Executive Assistant to the CAO

Re: Amend Terms of Reference – Sustainability Advisory Committee

Recommendation:

That Council hereby amends the Terms of Reference for the Sustainability Advisory Committee; and further

That bylaw number 171-2020 be hereby repealed; and further

That three readings be given to a bylaw to adopt a new Terms of Reference.

Background:

The City of Kenora's Sustainability Advisory Committee (SAC) evolved in 2020, this committee was previously known as the Environmental Advisory Committee (EAC), with a main focus on advising the City of Kenora on sustainable initiatives and practices. The Committee worked diligently on creating the Sustainability Action Plan (SAP) in conjunction with consultants and other community partners.

The current Terms of Reference for this Committee were established in 2020 with the change from EAC to SAC, and as such, the current Committee has undertaken a review to ensure the Terms of Reference are current with language, goals, and visions. With the completion of the Sustainability Action Plan, some of the language within the current Terms of Reference needs to be amended to reflect that the SAP is complete and priorities are moving forward.

Budget: N/A

Risk Analysis: There is a low risk to amending and updating the Committee's Terms of Reference; however without doing so, Committee action will be limited to outdated mandates.

Communication Plan/Notice By-law Requirements:

The Plan will be uploaded to the City website, filed in permanent records, and circulated to appropriate Committee members.

Strategic Plan or Other Guiding Document:

Goal 1.3 – Seek sustainable solutions to reduce environmental impacts of City Operations.

The Corporation of the City of Kenora

By-law Number 171 – 2020

A By-law to Establish a Terms of Reference for the City of Kenora Sustainability Advisory Committee

Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the Council of the City of Kenora deems it necessary and expedient to establish a Terms of Reference for the Sustainability Advisory Committee;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:-

1. Purpose

- 1.1 The City of Kenora Sustainability Advisory Committee will support the development and implementation (including monitoring / tracking) of the Sustainability Action Plan in accordance with the actions and responsibilities identified in the Plan. This Plan is to be:
- a. community led and municipally supported;
 - b. include best practices, strategies and actions that will guide the City and its partners in the right direction as it advances a multi-sector approach to long-term sustainability; and
 - c. implemented collaboratively, in a step-wise process.

2. Mandate

- 2.1 The mandate of the City of Kenora Sustainability Advisory Committee is to:

- ~~a.~~ Provide advisory input to the development of Kenora's Sustainability Action Plan over the next year;
- ~~b.~~ Monitor and support the implementation of Kenora's Sustainability Action Plan in accordance with the final-current approved Plan;
- ~~c.~~ Provide local perspectives on matters related to the Plan ~~development and~~ implementation while giving due consideration to identifying and supporting actions that strive to achieve social, environmental, and economic benefits in an integrated way;
- ~~d.~~ Assist in developing annual work plans to advance actions of the City's Sustainability Action Plan;
- ~~e.~~ Raise community awareness and support education related to Kenora's Sustainability Action Plan;
- ~~f.~~ Have particular regard and commitment to the long-term economic, social and environmental well-being of the community and its partners;
- ~~g.~~ Provide a forum for the exchange of ideas on programs and initiatives of other Council committees and entities relating to community-based sustainability actions; and

~~h.g.~~ Provide advice to Council on other related sustainability-related matters as referred to the Committee by Council.

3. Membership and Voting

3.1 At the discretion of Council, the Committee can be comprised of up to fourteen (14) members representing various sectors. This membership may include:

Voting Members:

- One (1) member representing the Lake of the Woods District Stewardship ~~Owners~~ Association
- Two (2) members representing the health-care sector
- Two (2) members representing educational institutions
- Two (2) members representing local Indigenous communities
- Two (2) members representing the community at large
- Two (2) representatives from the local business community (that are not members of City Council);
- One (1) members representing youth;
- One (1) member representing utilities services and providers;
- One (1) Council representative to be selected by Council;

3.2 Members are selected by resolution of Council. The term of the Committee is at the pleasure of Council, up to four years, and is concurrent with the term of Council. The Committee shall, from amongst its members, choose a Chair and a Vice Chair annually.

3.3 Unless Council provides otherwise, the Committee appointments and re-appointments shall be in accordance with the City's Boards & Committees Policy, subject to any modification, to the extent necessary, required in order to comply with the appointment restrictions established in section 196 of the Municipal Act, 2001 and this By-law.

3.4 Any member of the Committee may terminate ~~his or her~~their term on the Sustainability Advisory Committee by submitting ~~his or her~~their resignation in writing to the Chair and the Vice-Chair of the ~~Board~~Committee. Within seven (7) days of receipt of such resignation, said notice shall be forwarded to the City Clerk.

3.5 Unless Council provides otherwise, meeting attendance requirements for the Committee Members and consequences for absences from such meetings shall be in accordance with the City's Boards & Committees Policy.

3.6 Vacancies on the Committee shall be filled in accordance with the City of Kenora's Boards and Committees Policy and this By-law. For greater certainty, decisions respecting the filling of vacancies rest solely with Council.

3.7 The Committee shall not meet without at least one non-voting member in attendance.

Non-Voting Members:

- ~~i.~~ Special Projects & Research Officer
- ~~ii.~~ Environmental Services Division Lead City Staff Resource
- ~~iii.~~ ii. Other external organizations and/or regional partners, as required.

Members will:

- i. Have demonstrated expertise in their affiliation(s);
- ii. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- iii. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- iv. Participate as a team member, capable of a community ambassador role;
- v. Be committed to advance sustainability in Kenora.

3.10 Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

4. Remuneration

4.1 All Committee Members shall act in all of their capacities with the Committee without remuneration.

4.2 Committee Members may be reimbursed for reasonable expenses incurred by them on behalf of the Committee, provided that such expenses were incurred in good faith for the purposes of the Committee and such expenses are authorized in the budget of the Committee.

5. Chair

5.1 The Committee shall elect a chairperson from its members at the first meeting of each year and the chairperson shall hold the office for one year. In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.

6. Meetings and Administration

6.1 Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee, however, not less than five (5) meetings shall be held in one (1) calendar year.

6.2 Special or emergency Committee meetings may be called by the Chair, on ~~his or her~~their own initiative, at the request of any Committee member, or at the request of the non-voting members and notice of the meeting shall be telephoned or electronically sent to each Committee Member, including non-voting, not less than three (3) days before the requested meeting.

6.3 A Committee meeting must be called if a requisition is signed by at least three (3) members of the Committee.

6.4 Reasons for the calling of the special or emergency meeting, including why it is being called on short notice, if applicable, shall be provided by the Chair with the notice of the calling of the meeting.

6.5 Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the chairperson will result in the termination of membership from the committee, in accordance with the City's Board and Committee's policy.

6.6 The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the chairperson in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

6.7 The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

6.8 Unless otherwise provided in this By-law, meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.

7. Quorum

7.1 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business.

7.2 Subject to section 7 of the Municipal Conflict of Interest Act, a majority of the members shall constitute a quorum.

7.3 Meetings may be held and motions may be voted upon in person or by electronic means. With respect to an electronic vote, such vote must be approved by the Committee in advance of the vote.

8. Board Member Conduct

8.1 Members of the Committee shall carry out their duties in good faith and with the best interests of The Committee in mind.

8.2 With regards to their conduct, Committee Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, Part V.1 of the *Municipal Act, 2001* and the Code of Conduct of the City for members of council and local boards.

9. Limits on Authority

9.1 Notwithstanding any other provision in this By-law, the Committee is not authorized to do any of the following, all such authority remains solely with Council:

- a) incur any debts, liabilities or obligations that have not been approved by Council through its budget process;
- b) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- c) subject to the limits established by Council from time to time, sell or otherwise dispose of any personal property that is acquired through Committee recommendations.

9.2 The Committee acts as a whole and no member of the Committee has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of the Committee or the City.

10. Reporting to Council

10.1 The Committee shall present an annual highlight report to Council. The presentation will highlight the focus of the Committee and accomplishments for that year along with the goals for the following year.

11. Committee Minutes

11.1 The City shall designate a person to be responsible for the recording of the Committee minutes.

11.2 The official copy of the minutes shall be forwarded to the City Clerk for safekeeping and shall be stored at City Hall, 1 Main Street South, Kenora, ON, or at such other location as Council may require.

12. Effective Date

This By-law shall come into force and take effect on the final passing hereof.

By-law read a First & Second Time this ~~17th day of November, 2020~~

By-law read a Third & Final Time this ~~17th day of November, 2020~~

The Corporation of the City of Kenora:-

~~Daniel Reynard~~Andrew Poirier, Mayor

Heather L. Pihulak, City Clerk



April 4, 2023

City Council Committee Report

TO: Kyle Attanasio, CAO

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

RE: Council Remuneration

Recommendation:

That in accordance with Council's Annual Remuneration Policy #CC-15-1, Council hereby establishes Council's 2022 Remuneration to be set at Mayor \$41,263.61 and Council \$20,706.50 effective January 1, 2023; and further

That in accordance with Notice By-law #160-2022, notice is hereby given that Council intends to adopt a by-law establishing Council remuneration rates for 2023 at its April 19, 2023 meeting; and further

That bylaw number 53-2022 be hereby repealed; and further

That the appropriate by-law be passed for this purpose.

Background:

In accordance with the Municipal Act, Section 283 (2) Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred. 2001, c. 25, s. 283 (2).

Limitation

(4) No part of the remuneration of a member of a council or local board paid under this section is deemed to be for expenses incidental to his or her duties as a member and a municipality or local board shall not provide that any part of the remuneration is for such deemed expenses. 2001, c. 25, s. 283 (4).

Council's Annual Remuneration Policy #CC-15-1 establishes the following:

1. Annual Remuneration:

Annual economic adjustment to Council remuneration will be based on the actual annual percentage adjustment approved for the City's Non-Union Group.

2. Remuneration approved by By-law

All annual remuneration increases will be ratified by adoption of the required by-law and provision of any applicable notice in accordance with Council's Notice By-law.

In 2023 Council approved a new Professional and Managerial Salary Grid, no economic adjustment was approved for 2023. However a 1.5% increase was included in the 2023 Operating Budget for Council remuneration. A corresponding incremental adjustment to Council remuneration represents the following:

2023	Annual Remuneration	Per Diems
Mayor	\$41,263.61	\$199.86
Council	\$20,706.50	\$199.86

Administration is conducting a review of all travel and conference policies including both staff (HR-2-7-2) and Council (CC-7-1). Future consideration for amendments to these existing policies will come forward at a later date.

Budget: The 2023 cost for the economic adjustment has been included in the City's 2023 operating budget.

Communication Plan/Notice By-law Requirements: bylaw & public notice

Strategic Plan or other Guiding Document: City Policy #CC-13-1



April 12, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Acting Director of Planning and Building Services

Re: Building Officials Appointment By-law

Recommendation:

That pursuant to Sections 3(2) of the Building Code Act, S.O 1992 c23, as amended, Council shall appoint a Chief Building Official and as many inspectors as are necessary for the enforcement of this Act; and further

That Council hereby appoints Barbara Mocny, and Grant Schwartzenruber as Building Official(s) under the Building Code Act for the Corporation of the City of Kenora for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act; and further

That three readings be given to by-laws to that effect.

Background:

The appointment of qualified building officials is critical to supporting community growth and meeting development priorities. In the absence of these officials, the municipality cannot fulfill obligations under the Building Code Act (BCA) which includes but is not limited to the review and issuance of building permits, necessary inspections for permitted projects and enforcement when obligations under the Act have not been met.

Currently, the City of Kenora has a Deputy Chief Building Official that carries out these duties under the BCA. In addition, the City of Kenora previously appointed two Deputy Chief Building Officials (Gerald Moore and Devon Stanley) through a by-law in 2022 to allow the City to engage the services of RSM Building Consultants to support the Building Division in the event there are unforeseen absences and/or situations in which a complex project may warrant third-party review. Due to a recent retirement of the Chief Building Official, additional capacity is being added to support the Building Department through the recruitment process.

Based out of Kitchener, Ontario, RSM Building Consultants are able to complete all assigned duties virtually.

Budget: The parties will enter into a fee for service agreement with costs flowing to the Department's Operating Budget.

Risk Analysis: There is a high operational risk associated with the recommendation. However, this is deemed to be an opportunity to mitigate this risk by ensuring that services provided by the Building Division can continue during the recruitment process. RSM provides support services for many municipalities across Ontario and has over 20

years of experience working with municipal governments to support challenging and complex files.

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

Strategic Plan or other Guiding Document:

Kenora's Strategic Plan

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

Goal 4.2 Maximize human capacity and capability



April 12, 2023

City Council Committee Report

To: Mayor and Council

Fr: Kevan Sumner, City Planner

Re: Short Term Rental Accommodations - Regulatory Options

Recommendation:

That Council hereby accepts the Short Term Rental Accommodations Regulatory Options Report, and

That the Planning Department be directed to proceed with public engagement, to obtain input from stakeholders regarding options for regulating short term rentals, and

That the Planning Department report back to Council regarding the results of the public engagement, and

That Council provide direction to the Planning Department.

Background:

Short term rental accommodations (STRAs) have become an increasingly popular and controversial land-use throughout Ontario municipalities over the past decade. In Kenora, there were at least 84 active STRAs in 2022. Most offered the rental of an entire home. The average occupancy rate was 71%, with an average monthly revenue of \$2,382 per month, with a peak of 93% occupancy and \$4,000/month revenue in July, 2022.

Traditionally existing in a jurisdictional grey area, STRAs have gained mainstream status with the development of internet brokerage services like AirBNB and VRBO. They are increasingly popular for the passive income generated for homeowners which is often referred to as a "sharing economy." They have equally gained notoriety due to such issues as associated nuisances and the impact on local housing availability and affordability. As a result, many municipalities in Ontario have begun to develop regulations and guidelines for Short Term Accommodation Rentals.

The attached report has been prepared with information from municipal officials, research and policy documents, and news sources that explore how municipalities have developed by-laws and policies to manage short term rentals.

The report recommends a multi-faceted approach in addressing issues and working towards a solution. This approach would start with public consultation and data collection, leading eventually to the development of by-laws, zoning, and/or licensing regulations. If implemented as recommended, the Planning Department would undertake the public consultation and report back to Council prior to proceeding with further steps.

Budget: Any consultation costs will be covered under Planning Department budget. Staff will administer the project, but a consultant may be brought in to facilitate meetings. MAT tax revenue could be increased if a decision is made to apply the tax to short term rental accommodations.

Risk Analysis: There is low risk to accepting the report. Some potential regulations may not be popular with owners of existing short term rental properties, but consultations can directly engage with property owners prior to the development of any regulations.

Communication Plan/Notice By-law Requirements: Broad public engagement supplemented focused in-person consultation with key stakeholders.

Strategic Plan or other Guiding Document: Strategic Plan Goal 2.1: Facilitate opportunities for more and diverse housing development across the housing spectrum.