



AGENDA

Regular Meeting of Council of the City of Kenora

**Wednesday, January 18, 2023
5:00 p.m.**

City Hall Council Chambers

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

1. Call to Order

2. Blessing and Land Acknowledgment – Councillor Chaze

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:

4. Declaration of Pecuniary Interest and the General Nature Thereof

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

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

5. Confirmation of Previous Council Minutes

- Regular Council – December 20, 2022

6. Presentations/Deputations

- 2023 Organization Budget Requests (20 min each)

7. Additions to Agenda (urgent only)

8. Appointments

- Two members will be appointed to Accessibility Advisory Committee

9. Reports from Committee of the Whole

9.1 Corporate Services / Finance / Human Resources

- 2023 Conference Attendance
- Bill 5 – Stopping Harassment & Abuse by Local Leaders Act Advocacy Support
- Community Safety & Well Being Coordinator Position
- Amend Terms of Reference – Crime Prevention & Community Well-Being Advisory Committee

9.2 Fire & Emergency Services

- No Reports

9.3 Engineering & Infrastructure

- Drinking Water Quality Management System Regulatory Approval
- FoodCycler Household Organic Waste Diversion Phase 2 Budget Commitment

9.4 Community Services

- No Reports

9.5 Development Services

- No Reports

10. Housekeeping Resolutions

- Various Minutes
- Water & Wastewater Systems Monthly Summary November 2022
- Various Agreement Execution
- Elections Accessibility Mandatory Report
- Private Road Agreement – Iron Clad Storage Inc

11. Tenders

- None

12. By-laws

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

- Confirmatory
- Funding Agreement – FedNor – McLeod Park & Husky's Landing Improvement Project Amendment – adjust cost categories to more accurately reflect expenses
- Master Services Agreement – Stantec Consulting Ltd. – Geotechnical work Coker Road
- Private Road Agreement – Iron Clad Storage Inc

13. Notices of Motion

14. Proclamations

- None

15. Announcements (non-action)

16. Adjourn to a Closed Session

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

- i) Trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (2 matters-development information)
- ii) Education & Training Members of Council (2 matters–CAO, Mayor update)
- iii) 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

- (1 matter-policing costs)
- iv) Labour Relations (1 matter-CUPE presentation)

17. Adjourn Meeting

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

- 243.** Except as otherwise provided, **every member** of a council shall have **one** vote;
- 245.** Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;
- 246. (1)** If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;
- (2)** A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote**.



Housekeeping Reports
NOT attached to
Committee of the
Whole Agenda

January 3, 2023



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

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

This static monthly report is for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

The Minutes being received are typically from local Boards or Corporations for information only (and cannot be 'approved' by Council).

The various Minutes will appear under separate cover as an attachment on SharePoint to this report.

Resolution for Council:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- June 22, October 4 & October 27, 2022 – The Muse Board Minutes

That Council hereby receives the following Minutes from other various Committees:

- July 28 & September 29, 2022 – District of Kenora Home for the Aged
- September 29 & October 20, 2022 – Police Service Board; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



January 1, 2023

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

Agenda Item Title: 2022 Water & Wastewater Systems Monthly Summary Report – November

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 2022 Water and Wastewater Systems Monthly Summary Report for November.

Resolution for Council:

That Council of the City of Kenora hereby accepts the November 2022 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Budget: N/A

Risk Analysis:

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

Communication Plan /Notice By-law Requirements:

Resolution required. Marco Vogrig, WTP, WWTP

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

2-2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.

2-3 The City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.

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

Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

November 2022

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 November 2022 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:

- Nov 7th
- Nov 14th
- Nov 21st
- Nov 28th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Installed new pH analyzer in clarifier channel.
- Replaced backwash pump checkvalves.
- Drained and cleaned surface of filter #2.
- Repaired leak on highlift # 3 checkvalve indicating rod.
- Replaced controller on clearwell effluent chlorine analyzer.

2.4 Training

- One operator completed three online CEU course from Fleming College.

2.5 Water Quality Complaints

- There were no water quality complaints in November.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Automation Now working remotely on programming upgrades.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug to locate 8” water main on old mill site for easement.
- Dug and repaired copper service on Erie Street.
- Dug and repaired 1” copper service on Birchwood Crescent.
- Dug and repaired 6” HDPE water main on Ascough Drive.
- Dug and repaired ¾ “copper service on Erie street.
- Upgraded 1” water services on 6th Avenue South.
- Dug and repaired ¾” copper service on Beach Road.
- Dug to relocate hydrant that was hit on Hwy 17 East.
- Winterizing of fire hydrants.
- One (1) water turn on for new construction.
- Five (5) water off/on for repairs.
- Eight (8) water turn offs for the season.
- Two (2) locates on private property.
- Repaired various main valve lids.
- Repaired water fill hose at Norman booster station.
- Repaired fire hydrant between 6th and 7th Ave South.
- Cleaned out valve chambers on Airport Road.
- Turned on water bleeders at dead ends.
- Plowed water booster stations.
- Water meter reads and repairs.
- Various locates for Ontario One Call.

3.1.2. Wastewater Collection

- Dug and replaced 4” sewer service on Matheson Street.
- Dug and repaired manhole on Sedesky Road.
- Flushing of sewer mains.
- Cleaned manholes with Vac truck.
- Sewer lift station checks and cleaning.
- Two (2) locates on private property.
- Twelve (12) calls for sewer rodding.
- Eight (8) calls for grinder pumps.
- Responded to various station alarms.
- Plowed lift stations.
- Various locates for Ontario One Call.

3.1.3. Water Thaws:

	November 2021	November 2022
City	0	0
Private	0	0

3.2 Training

- No training took place in November.

3.3 Boil Water Advisory(s) – 2022

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 are no Precautionary boil waters to report for November

3.4 Other Information

- No other information to report for November.

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 November 15, 2022 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:
- a. Raw Sewage – Total BOD₅ (biological oxygen demand): 144 [mg/L]
 - b. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 5.7 [mg/L] – limit is 25 [mg/L].
 - c. Raw Sewage – Total Suspended Solids: 256 [mg/L].
 - d. Final Treated Effluent – Total Suspended Solids: 6.1 [mg/L] – limit is 25 [mg/L].
- 4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on November 8, 15, 22, and 29 for E. Coli are:
- a. Geometric Means of the samples in November was 2.53 organisms/100mL.
 - b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100mL.

In summary, raw sewage enters the plant with E. Coli counts of approximately 3 million organisms/100 mL and effluent leaves the plant with a geometric mean of 2.53 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 5.7 p.p.m., and final effluent T.S.S. was 6.1 p.p.m., both well within the C of A requirements.

4.3 Maintenance

- 4.3.1 Sludge press maintenance (clean and grease) in the 700 building.
- 4.3.2 Mechanic replaced pneumatic air cylinder on the North sludge dewatering press.
- 4.3.3 Drained, cleaned, inspected and repaired scraper blades in the West clarifier.
- 4.3.4 Riverview Industries replaced scum box in the West clarifier.
- 4.3.5 Riverview Industries installed a davit arm support structure in the West clarifier.
- 4.3.6 Cleaned and inspected the sediment pond behind the 100 building.
- 4.3.7 Greased bar screen, grit cleaning mechanism and organic return.
- 4.3.8 Electrician replaced heaters in the 100, 300 and 700 buildings.
- 4.3.9 Electrician replaced 12v 7a battery for the security system.

4.4 Training

- No training took place in November

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on November 24, 2022.

5.0 Electrical Work

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

5.1 Wastewater Pumping Stations

- Maintenance, troubleshooting and repairs.
- ESA deficiencies rectified.
- Lift Pump replacements.
- Troubleshooting and repair of Effluent Flow Meter at Crawford Station.

5.2 Wastewater Treatment Plant

- Plant electrical maintenance/repairs.
- Instrument calibrations.
- Repaired and replaced Heaters.

5.3 Water Treatment Plant

- Plant electrical maintenance/repairs.
- Relocated junction box and wiring for new motor/pump retrofit at Norman Water Booster.
- Run Conduit and move 8 ccts between MCC #2 and MCC #3 for load balancing purposes at Plant MCC room.

5.4 Booster/Water Dispenser Stations/Waterworks

- Maintenance/repairs on water dispensing unit at both Evergreen and Rabbit Lake.
- ESA deficiencies rectified.
- Serviced and repaired Card Readers.
- Programmed New Card Readers.
- Soldered broken connection in security camera at Evergreen Water Dispenser.

5.5 Operations Building

- Electrical maintenance/repairs.
- ESA deficiencies rectified.
- Office lighting upgrades.
- Troubleshooting and repair of Operations scale.

5.6 Waste Transfer Facility

- Electrical maintenance/repairs.
- ESA deficiencies rectified.
- Repaired yard light at Jones Road Facility.

5.7 Facilities

- Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries, Museum, and Arts Centre.
- ESA deficiencies rectified.
- Repaired and replaced outside receptacles on Harbourfront Patio Area.
- Work with Synergy North to test/repair broken wires and bulbs for the Christmas Tree.
- HRV/Furnace upgrades for City Hall.
- Installed new branch circuit and receptacles at New Horizons Senior Centre.

5.8 Firehall(s)

- ESA deficiencies rectified.
- Overhead door repairs at Station #2.

5.9 Parks/Cemetery

- ESA deficiencies rectified.
- McLeod Park renovation electrical support ongoing.

6.0 Traffic Signals/Streetlights

- Electrical maintenance, troubleshooting, repairs and monitoring.
- Repaired, replaced and tested Downtown sidewalk receptacles.
- Streetlight repair on Lakeview 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/floats.
- Maintenance/repairs at some of the 300+ in use throughout the City.

Schedule "A"

Water Systems Flow and Operating Data Monthly Summary Report - 2022

Water Plant Flows		Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m ³ /month	201275	190411	217655	209497	211637	208423	216425	213034	225113	222727	191630			2307827
Maximum Daily Influent Flow	m ³ /day	7223	8298	8389	8145	7826	8038	7971	8288	10070	9080	7144			90472
Minimum Daily Influent Flow	m ³ /day	5613	5616	5766	6137	5432	5942	5824	5835	5993	5634	5617			63409
Average Daily Influent Flow	m ³ /day	6493	6800	7021	6987	6827	6947	6981	6872	7504	7185	6388			76005
Maximum Daily Instantaneous Influent Flow	m ³ /day	18951	19026	22406	21519	20666	23158	24508	24566	29886	20344	20014			245044
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /month	181075	171462	195868	189460	190877	185537	202741	202325	215061	213094	182960			2130460
Maximum Daily Effluent Flow	m ³ /day	6476	7643	7440	1692	7128	7175	7308	7283	9061	8591	6996			76793
Minimum Daily Effluent Flow	m ³ /day	51636	4841	5114	5562	5055	5411	5697	5718	6013	5183	5290			105520
Average Daily Effluent Flow	m ³ /day	5841	6124	6318	6315	6157	6185	6540	6527	7169	6874	6099			70149
Plant Meter Reading	m ³ /month	3211	3280	3981	5239	5561	5539	6124	5766	5624	5516	5361			
Compensated Total Effluent Flow	m ³ /month	177864	168182	191887	184221	185316	179998	196617	196559	209437	207578	177599			2075258
Samples															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken		5	4	4	4	5	4	4	5	4	5	4			48
Number of Treated Samples Taken		5	4	4	4	5	4	4	5	4	5	4			48
Number of Distribution Samples Taken		30	24	24	24	30	24	24	30	24	30	24			288
<u>Boil Water Advisory Bacteriological</u>															
Number Taken		0	0	8	0	16	6	2	19	15	2	0			68
Adverse Water Quality Incidents		0	0	0	0	0	0	0	0	1	0	0			1
WTP Callouts		1	2	3	3	10	6	14	9	5	6	2			61
Water Thaws	City	0	26	44	0	0	0	0	0	0	0	0			70
	Private	0	5	7	0	0	0	0	0	0	0	0			12
	Total	0	31	51	0	0	0	0	0	0	0	0			82

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2022

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	173,163	157,350	225,028	436,469	642,434	399,976	429,257	336,482	198,007	172,884	162,277		3,333,327
Maximum Daily Influent Flow	m ³ /day	5,954	6,069	10,913	30,870	32,043	16,491	25,359	18,039	8,291	6,091	5,864		165,984
Minimum Daily Influent Flow	m ³ /day	5,227	5,209	5,644	7,711	14,465	11,551	10,778	8,393	5,673	5,032	5,044		84,727
Average Daily Influent Flow	m ³ /day	5,586	5,619	7,259	14,549	20,724	13,333	13,847	10,854	6,600	5,577	5,409		109,357
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	184,865	167,604	231,498	425,013	617,980	392,928	421,185	336,551	205,165	182,270	168,771		3,333,830
Average Daily Flow	m ³ /day	5,963	5,986	7,468	14,167	19,935	13,098	13,587	10,856	6,839	5,879	5,626		109,404
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1		11
Number of Treated Samples Taken		3	4	5	4	5	4	4	5	4	5	4		47
Geometric Means (Bacti Samples)		21.54	10	15.85	11.89	56.5	22.13	13.16	7.24	2.11	1	2.53		163.95
Sludge Hauled to Landfill	m ³ /mon	273.6	205.2	216.6	296.4	159.6	250.8	296.4	216.6	228	262.2	205.2		2610.6
<u>Callouts</u>														
		5	2	3	6	5	2	3	0	1	1	2		30

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2021

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	157,559	148,065	184,634	198,772	200,170	177,564	174,863	178,758	193,921	285,637	253,260	195,195	2,348,398
Maximum Daily Influent Flow	m ³ /day	5,524	6,030	6,791	9,317	7,285	7,203	7,184	9,087	9,132	17,620	9,335	7,200	101,708
Minimum Daily Influent Flow	m ³ /day	4,681	4,869	5,376	5,224	5,917	5,112	4,994	5,101	5,452	5,340	7,222	5,369	64,657
Average Daily Influent Flow	m ³ /day	5,083	5,288	5,955	6,626	6,457	5,919	5,641	5,766	6,464	9,214	8,442	6,297	77,152
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	156,936	146,572	181,732	191,799	190,643	173,172	176,024	185,001	202,498	294,350	264,569	204,319	2,367,615
Average Daily Flow	m ³ /day	5,062	5,235	5,862	6,393	6,150	5,772	5,678	5,968	6,750	9,495	8,819	6,591	77,775
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		4	4	5	4	4	5	4	4	5	4	5	4	52
Geometric Means (Bacti Samples)		11.28	11.89	10	10	10	10	10	10	18.88	14.14	10	4.64	130.83
Sludge Hauled to Landfill	m ³ /mon	273.6	239.4	251	285	171	205.2	250.8	239.4	193.8	182.4	182.4	239.4	2713.4
<u>Callouts</u>														
		0	1	3	2	2	2	8	5	6	7	5	5	46



January 2, 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:

Contribution Agreements

- Funding Agreement – FedNor – McLeod Park & Husky's Landing Improvement Project Amendment – adjust cost categories to more accurately reflect expenses

Services Agreements

Master Services Agreement – Stantec Consulting Ltd. – Geotechnical work Coker Road

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:

- Funding Agreement – FedNor – McLeod Park & Husky's Landing Improvement Project Amendment – adjust cost categories to more accurately reflect expenses
- Master Services Agreement – Stantec Consulting Ltd. – Geotechnical work Coker Road

That three readings be given to bylaws for this purpose.

Budget: in accordance with each project

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

Communication Plan/Notice By-law Requirements: bylaws

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

Bylaw Required: Yes



January 2, 2023

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

Agenda Item Title: Post Election Accessibility Report

Background Information:

Section 12.1 (1) of the Municipal Elections Act provides that a clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Section 12.1 (2) of the Municipal Elections Act provides that the Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.

Section 12.1 (3) of the Municipal Elections Act within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

Section 45 (2) of the Municipal Elections Act provides that the Clerk shall ensure that each voting place is accessible to electors with disabilities.

In keeping with legislation, the Clerk ensured the following items were addressed and completed with respect to the identification, removal and prevention of barriers that affect electors with disabilities: -

- (i) 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.
- (ii) The election training attended by the Clerk through AMCTO included a comprehensive section on conducting 'accessible elections.'
- (iii) City election staff were provided with in-house accessibility training to ensure they were cognizant of persons with disabilities and able to vote in a positive environment, and that in every way possible a voters needs' were accommodated whenever possible.
- (iv) As a voting place the Chambers was made fully accessible to electors with disabilities, including an accessible table that could be raised or lowered, accessible door in the Council Chambers voting station, an accessible parking

- spot in the customer parking lot at rear with ramp access, accessible computer station with font size changing as well as accessible large button telephones.
- (v) The Clerk ensured the Voter's List was prepared with a larger font-size for ease of reading, if requested.
 - (vi) The Voter's List (www.voterlookup.ca) was made available on-line through the City's Portal so electors with disabilities were not necessarily required to attend one of the municipal locations to determine if their name was on the Voter's List.
 - (vii) Guide-dogs were welcome to accompany any elector that required such assistance.

Clerks in the region who were providing electronic voting methods collaborated on accessibility needs to ensure consistent practices and practices from former elections were maintained.

Resolution for Council:

That the Council of the City of Kenora hereby receives the legislatively required report in accordance with the Municipal Elections Act regarding the recognition, removal and prevention of barriers identified during the 2022 municipal election process with respect to electors and candidates with disabilities.

Budget: All accessible options were included in the 2022 elections budget

Risk Analysis: There is a low risk associated with this report. While the report is a legislative requirement, there are no risks associated with the contents within such or the actions we took to ensure an accessible election was held.

Communication Plan/Notice By-law Requirements: Legislatively required, resolution only.

Strategic Plan or Other Guiding Document: Municipal Elections Act

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

Bylaw Required: No



January, 2023

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

Agenda Item Title: Private Road Agreement between Iron Clad Storage Inc. and the Corporation of the City of Kenora

Background Information:

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

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

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

PIN 42170-0289, being Lot13, Plan 23M974, and PIN 42170-0290, being Lot 14, Plan 23M974 are transferring to Iron Clad Storage Inc. the request to execute a Private Road Agreement is a conditions of the Subdivision Agreement.

Resolution for Council:

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

That the appropriate bylaw be passed for this purpose.

Budget:

Risk Analysis: There is a medium risk associated with this report. The subdivision agreement has already been executed and the formal private road agreements are part of that approval process to continue the subdivision and not approving this agreement jeopardizes the development which is pre-approved.

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

Strategic Plan or Other Guiding Document:

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

2.2 Support entrepreneurship and business development.

Briefing By: Melissa Shaw, Lands Acquisition & Divestment Officer

Bylaw Required: Yes