



AGENDA
Regular Meeting of Council
of the City of Kenora

Wednesday, January 22, 2025, 5:00 p.m.
City Hall Council Chambers

Pages

- 1. Call to Order**
- 2. Land Acknowledgment**
-Councillor Koch
- 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:
 - Council will adopt a new Procedural Bylaw
 - Amend Cemetery Rates for the City of Kenora
- 4. Declaration of Pecuniary Interest and the General Nature Thereof**
Any Members of Council to declare any Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:
 1. On today's agenda or from a previous meeting;
 2. From a meeting at which a Member was not in Attendance
- 5. Confirmation of Previous Council Minutes**
- Regular Council - December 17, 2024
- 6. Presentations/Deputations**
Approximately five (5) minutes per/group.
- 7. Consent Agenda**
All matters listed on the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion or motion on these matters:
Reports from the January 14, 2025 Committee of the Whole:
 - Informational Report on the Citizens Prosperity Trust Fund**New Matters:**
 - Bylaw Enforcement Officer Appointment

4

- Various Minutes
- Various Agreements
- Water & Wastewater Monthly Summary - November 2024

8. **Additions to Agenda (urgent only)**
9. **Appointments**
 - None
10. **Reports from Committee of the Whole**
 - 10.1 **KDSB Levy Amendment**
 - 10.2 **Adopt a new Procedural Bylaw** 19
 - 10.3 **Drinking Water Quality Management System Endorsement Report**
 - 10.4 **Removal of Holding Provision - Mill Site Lot 15**
11. **Housekeeping Resolutions**
 - 11.1 **Cemetery Rate Corrections** 51
 - 11.2 **Advocacy: Social and Economic Prosperity Review** 55
12. **Tenders**
 - None
13. **By-Laws**

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

 - Confirmatory
 - Procedural Bylaw
 - Removal of Holding Provision - Mill Site Lot 15
 - Cemetery Rates
 - Appoint Bylaw Enforcement Officer-Mitchell Serant-Franz
 - Funding Agreement - OPP Policing Costs one time funding
 - Agreement-Marcel Equipment Limited -used Caterpillar compactor
14. **Notices of Motion**
 - From December 17, 2024 meeting
 - New Notices of Motion
15. **Proclamations**
 - None
16. **Announcements (non-action)**
17. **Adjourn to a Closed Session**

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:-

- Personal Matters about an Identifiable Individual (1 matter-Crime Prevention & Community Well Being Advisory Committee Appointments)
- Educating & Training Members of Council (2 matters-Development & Mayor update)
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (1 matter-Development request)
- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (1 matter-recreation property)

18. Adjourn Meeting



January 7, 2025

Consent Agenda Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Appointment of Bylaw Enforcement Officer

Background Information:

Following the resignation of one of the City’s full-time by-law enforcement officers, a new officer has now been recruited to fill the vacant position.

Under the authority of the Community Safety and Policing Act, 2019, Section 55 (1)(2), a municipality may appoint persons to enforce the bylaws of the municipality under this section which are deemed peace officers for the purpose of enforcing municipal bylaws. This report is to appoint the new officer hired, Mitchell Serant-Franz, who starts with the City on January 13, 2025, and repeal the appointment of officer Taylor Sundin who resigned at the end of December 2024.

Mitchell has an education in law enforcement and some relevant previous work skills, which makes him an excellent addition to the bylaw enforcement team.

Resolution for Council:

That Council hereby appoints Mitchell Serant-Franz as a By-Law Enforcement Officer in and for the City of Kenora under the authority of the Police Services Act; and further

That this appointment shall take effect and come into force upon third and final reading thereof; and further

That By-law Number 108-2024 be hereby repealed.

Budget: included in the 2025 operating budget

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

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or another Guiding Document: administrative only

Briefing By: Heather Lajeunesse, Enforcement Services Manager

Bylaw Required: Yes

January 10, 2025



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:

- November 6, 2024 – Sustainability Advisory Committee;
- November 20, 2024 – Planning Advisory Committee; and further

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

- November 1, 2024 – Board of Management of the District of Kenora Home for the Aged
- November 19, 2024 - Kenora O.P.P. Detachment Board Inaugural Meeting Minutes

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No

January 5, 2025

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:

Funding Agreement

Ministry – One time funding for policing costs

Purchase Agreement

Marcel Equipment – Used Caterpillar compactor

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:

- Ministry – one time policing funding
- Marcel Equipment – Used Caterpillar compactor

That three readings be given to bylaws for this purpose.

Budget: in accordance with each project

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

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

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

Bylaw Required: Yes



January 17, 2025

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

Agenda Item Title: 2024 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 (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 Engineering and Infrastructure Department recommends that Council accept the 2024 Water and Wastewater Systems Monthly Summary Report for November.

Resolution for Council:

That Council of the City of Kenora hereby accepts the November 2024 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Budget: N/A

Risk Analysis:

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

Communication Plan /Notice By-law Requirements: Resolution required

Strategic Plan or other Guiding Document:

Strategic Plan Focus Area 1 – Infrastructure and Environment

Goal 1.1 Position Kenora for Growth through Proactive Infrastructure Planning

Goal 1.2 Ensure Well Maintained and Sustainably Financed City Infrastructure

Briefing By: Greg Breen, Director of Engineering & Infrastructure

Bylaw Required: No

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

November 2024

Prepared by:

Mike Derouard, Manager Underground Services
Ryan Peterson, Chief Operator, Water Treatment Plant
Darryl Wilson, Chief Operator, Wastewater Treatment Plant
Marc Prefontaine, Head Electrician

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of November 2024 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 are operated and maintained.

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 4th
- Nov 12th
- Nov 18th
- Nov 25th

All routine samples tested were within regulated parameters.

2.3 Maintenance

- Installed davit arm bases at boosters and standpipes.
- Removed and cleaned vacuum breaker check valve on west clarifer.
- Greased #3 highlift motor.
- Installed replacement #1 sodium hydroxide pump.
- Rebuilt highlift #3 check valve.

2.4 Training

- No training took place in November.

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.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Repaired water leak on Fourth Street North.
- Repaired watermain on Third Street North.
- Repaired main valve on Third Street North.
- Turned on new water main on Railway Street.
- Turned on water bleeders for winter to prevent watermain freezing.
- Cleaned valve chambers and air relief valves on Airport Road.
- Winterizing of fire hydrants.
- Straightening and lowering of various service boxes.
- Fire hydrant repairs from Velocity report.
- Monthly water reads and repairs.
- Eight (8) water off/on for repairs.
- One (1) water on for new construction
- Five (5) water off for the season.
- One (1) water off due to fire.
- Eighty-Two (82) water deliveries.
- Thirty (30) Ontario One Call locates.

3.1.2. Wastewater Collection

- Repaired four-inch sewer on Fourth Street North.
- Dug and repaired sewer service on Second Street South.
- Installed new air relief on Tunnel Island force main.
- Assisted Wastewater Treatment Plant with cleaning of the digester tanks.
- Sewer lift station checks and maintenance.
- Responded to various station alarms.
- Flushing of sewer mains.
- Winterized Anicinabe Park lift station.
- Replaced carbon in filter at 100 Main lift station.
- Replaced four (4) manhole lids.
- Two (2) calls for sewer rodding.
- One (1) service call for a sewer backup.
- Five (5) service calls for grinder pumps.
- Replaced two (2) grinder pumps.
- Thirty (30) Ontario One Call locates.

3.1.3. Water Thaws:

	November 2023	November 2024
City	0	0

Private	0	0
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3.2 Training

- Locating Equipment Training.

3.3 Boil Water Advisory(s) – 2024

In response to the provincial water main disinfection requirements in our license and permit, the City will implement a Precautionary Boil Water Advisory when an airgap cannot be maintained during a watermain repair process. This is to ensure 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 normally require the NWHU approval to rescind the advisory.

- There was one (1) boil water advisory to report for November:
 - Third Street North.

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 12, 2024, as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- A. Raw Sewage – Total BOD₅ (biological oxygen demand): 130 [mg/L]
- B. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 8.6 [mg/L] – limit is 25 [mg/L].
- C. Raw Sewage – Total Suspended Solids: 361 [mg/L].
- D. Final Treated Effluent – Total Suspended Solids: 19.4 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on November 4, 12, 18, and 25 for E. Coli are:

- A. Geometric Means of the samples in September was 67.54 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 count of approximately 3 million organisms/100 mL and effluent leaves the plant with a geometric mean of 26.57 organisms/100 mL, which is within the COA's limit of 200 organisms/100 mL. Plant final effluent CBOD was 4.8 p.p.m., and final effluent T.S.S. was 3.3 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. Unplugged lobe pump for sludge dewatering press #2.
- 4.3.3. Replaced two v-belts on air compressor #2.
- 4.3.4. Greased bar screen, grit cleaning mechanism, and organic return.
- 4.3.5. Greased aeration blower electric motors.
- 4.3.6. UV maintenance Bank B cleaned, greased, and lime away cleaner.
- 4.3.7. Installed drum and oiler on the sludge dewatering press #1.
- 4.3.8. Replaced 4-way valve, one air cylinder, and oiler on sludge dewatering press #2.

4.4 Training

- There was no training to report in November.

4.5 Other Information

- No other information to report for November.

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, the electricians provide support to other municipal services as time permits. This information is provided to Council to understand the service provided to all departments.

5.1 Wastewater Pumping Stations

- Maintenance, troubleshooting and repairs.
- ESA deficiencies rectified.
- Lift Pump replacements.
- Delta to Wye Electrical Upgrades – Ongoing electrical support.

5.2 Wastewater Treatment Plant

- Plant electrical maintenance and repairs.
- ESA Deficiencies rectified.
- Tested dissolved oxygen sensors and replaced oxygen sensor caps.

- 400 Building – Heater maintenance
- 400 Building – Troubleshoot and repaired sludge pump

5.3 Water Treatment Plant

- Plant electrical maintenance and repairs.
- ESA deficiencies rectified.

5.4 Booster/Water Dispenser Stations/Waterworks

- Maintenance and repairs on water dispensing units at both Evergreen and Rabbit Lake.
- ESA deficiencies rectified.

5.5 Operations Building

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- Replaced motion sensor light switches in new office spaces.
- Installed new receptacles for security doors in reception entrances.

5.6 Waste Transfer Facility

- Electrical maintenance and repairs.
- ESA Deficiencies rectified.

5.7 Facilities

- Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries, Museum, and Arts Centre.
- ESA Deficiencies rectified.
- Parkade – Repaired vandalized photoelectric sensors in overhead exit.
- City Hall – Office light repairs.
- Second Street Parking Kiosk – Piped in new feed from streetlight and installed internal battery charger.
- Automatic Washroom – Low heat call.

5.8 Firehall(s)

- ESA deficiencies rectified.

5.9 Parks/Cemetery

- ESA deficiencies rectified.
- Main Street Dock – Electrical service deficiency repaired.
- Coney Island Bridge – Repaired vandalized lighting.
- Beatty Park – Repaired pavilion lights. Installed eve receptacle for Christmas lights and made extension cord to feed Christmas star.

- Keewatin Sign – Installed receptacle for Christmas lighting.
- Main Street Christmas Tree – Hooked up electrical to test lights for Synergy North. Walked each route and repaired receptacles, lights, and cords.

6.0 Traffic Signals/Streetlights

- Electrical maintenance, troubleshooting, repairs, and monitoring.
- Main St and Second St – Synchronized timing.
- Crosswalk at Ninth St N and Eleventh Ave N – Electrical investigation and support.

6.1 Locates

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

6.2 Grinder Pumps

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

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2024**

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Raw Water Flow</u>														
Total Raw Water Flow	m ³ /month	203949	194493	214480	199551	183638	178578	186100	194467	176975	175396	172405		2080032
Maximum Daily Raw Water Flow	m ³ /day	7456	7623	7503	7700	8329	7718	7677	7403	6622	6522	6590		81143
Minimum Daily Raw Water Flow	m ³ /day	6001	5957	6503	5733	4761	4967	5243	5438	4644	4637	5092		58976
Average Daily Raw Water Flow	m ³ /day	6579	6946	6919	6652	5924	5953	6003	6273	5899	5658	5747		68553
Maximum Daily Instantaneous Raw Water Flow	m ³ /day	11768	16260	21652	16851	20891	22588	18133	22423	17638	19468	21549		209221
<u>Treated Water Flow</u>														
Total Treated Water Flow	m ³ /month	200496	190544	209693	194086	178751	172932	183166	186874	174542	171240	169125		2031449
Maximum Daily Treated Water Flow	m ³ /day	7337	7447	7311	7369	7951	7253	7537	6736	6492	6124	6426		77983
Minimum Daily Treated Water Flow	m ³ /day	5792	5949	6192	5566	4748	4844	4967	5482	4776	4525	5093		57934
Average Daily Treated Water Flow	m ³ /day	6468	6805	6764	6470	5766	5764	5909	6028	5818	5524	5638		66954
Plant Meter Reading	m ³ /month	3017	2871	3098	2940	3056	3191	3329	3426	3228	3206	3126		
Compensated Total Treated Water Flow	m ³ /month	197479	187673	206595	191146	175695	169741	179837	183448	171314	168034	165999		1996961
Samples														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	5	4	4	5	4	4	5	4		48
Number of Treated Samples Taken		5	4	4	5	4	4	5	4	4	5	4		48
Number of Distribution Samples Taken		30	24	24	30	24	24	30	24	24	30	24		288
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		0	0	0	0	24	8	0	0	6	0	6		44
Adverse Water Quality Incidents		0	0	0	0	0	0	0	0	1	0	0		1
WTP Callouts		4	3	3	2	10	7	10	4	3	7	1		54
Water Thaws	City	0	0	0	0	0	0	0	0	0	0	0		0
	Private	4	1	0	0	0	0	0	0	0	0	0		5
	Total	4	1	0	0	0	0	0	0	0	0	0		5

Schedule "A"

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

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Raw Water Flow</u>														
Total Raw Water Flow	m ³ /month	200397	188744	212663	199721	207444	215010	217248	217263	179412	179298	178259	188811	2384270
Maximum Daily Raw Water Flow	m ³ /day	7050	7876	7676	7936	8927	8429	12278	8045	7521	6722	6781	6840	96081
Minimum Daily Raw Water Flow	m ³ /day	5279	5939	6278	5574	5851	6326	2219	5995	4443	5183	5098	5089	63274
Average Daily Raw Water Flow	m ³ /day	6464	6741	6860	6657	6692	7167	7008	7008	5980	5784	5942	6091	78394
Maximum Daily Instantaneous Raw Water Flow	m ³ /day	19804	19564	19541	19740	19956	19086	12819	18684	21878	17741	17473	21570	227856
<u>Treated Water Flow</u>														
Total Treated Water Flow	m ³ /month	196318	185129	212836	192874	200695	209886	211658	213388	176088	176851	175281	186298	2337302
Maximum Daily Treated Water Flow	m ³ /day	7058	7791	7632	7602	8204	8196	12170	7577	6703	6561	6535	6745	92774
Minimum Daily Treated Water Flow	m ³ /day	5306	5626	6277	5409	5587	6135	2476	5753	4530	5054	5044	4816	62013
Average Daily Treated Water Flow	m ³ /day	6333	6612	6866	6429	6474	6996	6828	6883	5870	5705	5843	6010	76849
Plant Meter Reading	m ³ /month	5513	5131	6036	4775	3476	2993	3375	3220	3220	3026	2777	2920	
Compensated Total Treated Water Flow	m ³ /month	190805	179998	206800	188099	197219	206893	208283	214043	172868	173825	166807	183378	2289018
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	4	5	4	5	4	4	5	4	4	52
Number of Treated Samples Taken		5	4	4	4	5	4	5	4	4	5	4	4	52
Number of Distribution Samples Taken		30	24	24	24	30	24	30	24	24	30	24	24	312
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		6	6	8	8	18	10	0	10	21	0	0	0	87
Adverse Water Quality Incidents		0	0	0	0	0	1	0	0	7	0	0	0	8
WTP Callouts		3	1	0	1	8	5	4	10	4	5	0	6	47
Water Thaws	City	0	0	0	0	0	0	0	0	0	0	0	0	0
	Private	0	2	1	0	0	0	0	0	0	0	0	0	3
	Total	0	2	1	0	0	0	0	0	0	0	0	0	3

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2024

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.	178,028	175,556	190,254	211,331	291,666	305,678	284,106	213,421	193,920	171,088	170,479		2,385,527
Maximum Daily Influent Flow	m ³ /day	6,159	9,390	8,125	7,627	15,076	18,072	14,115	9,478	9,389	6,043	9,039		112,513
Minimum Daily Influent Flow	m ³ /day	5,239	5,416	5,530	6,029	7,176	7,509	7,546	6,102	5,625	5,082	4,861		66,115
Average Daily Influent Flow	m ³ /day	5,743	6,054	6,137	7,044	9,409	10,189	9,165	6,885	6,464	5,519	5,683		78,292
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	181,953	179,603	191,612	210,193	286,714	298,376	281,806	212,675	187,487	178,455	181,131		2,390,005
Average Daily Flow	m ³ /day	5,869	6,193	6,181	7,006	9,249	9,946	9,091	6,860	6,250	5,757	6,038		78,440
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														
Number of Raw Samples Taken		5	4	4	1	1	1	1	1	1	1	1		21
Number of Treated Samples Taken		5	4	4	5	4	4	5	4	9	6	4		54
Geometric Means (Bacti Samples)		2.89	2.34	1	1.58	1	1.78	1	1	5.74	26.57	67.54		112.44
Sludge Hauled to Landfill	m ³ /mon	262.2	239.4	262.2	250.8	262.2	239.4	228	273.6	125.4	228	285		2656.2
<u>Callouts</u>														
		2	1	1	2	4	2	2	2	3	0	4		23

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2023

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.	174,152	157,653	179,069	249,127	245,120	201,027	202,695	193,682	173,134	185,965	209,301	189,242	2,360,167
Maximum Daily Influent Flow	m ³ /day	6,050	6,042	6,395	11,871	9,705	8,062	7,020	7,619	6,614	7,199	8,905	7,646	93,128
Minimum Daily Influent Flow	m ³ /day	4,953	4,868	5,015	5,835	6,811	6,113	5,949	5,779	5,450	5,438	5,721	5,632	67,564
Average Daily Influent Flow	m ³ /day	5,618	5,630	5,776	8,304	7,907	6,701	6,539	6,248	5,771	5,999	6,977	6,105	77,575
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	175,611	159,915	178,533	246,969	239,252	203,661	209,607	199,909	177,508	190,981	215,692	194,344	2,391,982
Average Daily Flow	m ³ /day	5,664	5,711	5,759	8,232	7,718	6,789	6,762	6,449	5,917	6,161	7,190	6,269	78,621
<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		5	4	4	4	5	4	5	5	4	5	4	4	53
Geometric Means (Bacti Samples)		1.82	2.11	3.76	10.62	4.57	1.78	10.78	1.58	4.99	4.96	15.98	1	63.95
Sludge Hauled to Landfill	m ³ /mon	239.4	216.6	239.4	228	273.6	274	171	194	205	233	251	217	2742
<u>Callouts</u>														
		2	1	1	0	0	1	2	1	1	2	0	1	12

The Corporation of the City of Kenora

By-law Number 2 - 2025

A By-Law to Govern the Proceedings of the Council of the City of Kenora

Whereas Section 238(2) of the Municipal Act, S.O.2001, c.25, as amended, requires the Council of every municipality to pass by-laws governing the proceedings of Council, the conduct of its Members and the calling of Meetings; and

Whereas the Council for the Corporation of the City of Kenora now deems it advisable to enact a by-law to govern the proceedings of Council, the conduct of its Members and the calling of Meetings, and to provide for procedures and statutory requirements in accordance with the Municipal Act, S.O.2001, c.25 as amended, and to repeal all previous by-laws related thereto;

Now Therefore Be It Resolved That the Council of the Corporation of the City of Kenora enacts as follows:-

Article I Short Title

1. Citation

This Bylaw may be referred to as “The Procedural By-Law”.

Article II Interpretation

- 1.1 Abstention** – means a refusal to vote either for or against a proposal.
- 1.2 Act** – means the Municipal Act, 2001, as amended or re-enacted from time to time
- 1.3 Acting / Deputy Mayor** - means the Member of Council appointed by way of resolution at the Inaugural Meeting who may act in the Mayor’s absence and while so acting, such member has and may exercise all rights, powers and authority of the Mayor.
- 1.4 Ad Hoc Committee** – means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.
- 1.5 Addition to Agenda** - means an urgent matter requiring immediate action or attention, typically involving a deadline date that cannot be met if the item is not added to a certain agenda.
- 1.6 Adjourn** – means that the adjournment is effective immediately.
- 1.7 Administration** - means the body of persons employed by the Corporation or contracted by the Corporation for services.

- 1.8 Advisory Committee** – means a Committee appointed by Council to act in an advisory capacity to Council on strategic issues during the term of Council.
- 1.9 Agenda** – means a list of items on an Agenda of Council or Committee and which may contain recommendations to be considered and which may also contain certain notices for the information of the public in accordance with this by-law.
- 1.10 Amend** - means a change in wording or substance of a Motion before Committee or Council or a prior decision of Council.
- 1.11 Announcement** - means verbal information publicly announced at the end of Committee of the Whole and Council meetings by members of Council which includes significant events, announcements of community interest and business that is of interest to the community as a whole.
- 1.12 Chair** - means the person presiding at a Meeting which most common to be the Mayor, Deputy Mayor or Acting Deputy Mayor.
- 1.13 Chief Administrative Officer or CAO** - means the Chief Administrative Officer of the Corporation of the City of Kenora or an Acting Chief Administrative Officer duly appointed by the Chief Administrative Officer to act in the CAO's absence.
- 1.14 City** – means the Corporation of the City of Kenora.
- 1.15 City Clerk** – means the City Clerk of the Corporation of the City of Kenora or Deputy Clerk in the absence of the Clerk, or those who have been designated by the Clerk who shall have the powers and duties of the Clerk on behalf of the City.
- 1.16 Closed Meeting—or In-Camera Meeting** - means a meeting, or part of a meeting, that is closed to the public to consider matters authorized under the Municipal Act or other enabling Statute. Members may participate in a closed or in camera meeting electronically and will be counted for the purposes of quorum in a closed session.
- 1.17 Committee** – means any advisory or other committee, subcommittee or similar entity established by Council of which at least 50 percent of the members are also members of Council. Such Committee is bound by the Closed Meeting rules under the Municipal Act.
- 1.18 Committee of the Whole** – means a meeting comprised of Members of Council as a whole, and the device to enable the Members to give detailed consideration to a matter under consideration and greater means to discuss the matter.
- 1.19 Council** – means the elected Members of Council of the City of Kenora whom were elected by registered voters or who have been appointed by virtue of vacancy.
- 1.20 Debate** - means regulated discussion, to put forth reasons for or against, in which a difference of opinion may be respectfully expressed.
- 1.21 Defer** - means to remove a main Motion from consideration of City Council or a Committee until such time as provided for in the deferral Motion.

- 1.22 Deputation** – means a request in writing by an individual/group/organization who is not a member of Council or staff, who wishes to appear before a regular or special meeting of Council or Committee and address the Members, typically relating to an issue or item on the meeting agenda.
- 1.23 Deputy/Acting Mayor** –means the Member of Council appointed by way of resolution at the Inaugural Meeting who may act in the Mayor’s absence and while so acting, such member has and may exercise all rights, powers and authority of the Mayor.
- 1.24 Electronic Participation** – means participation by members in which members are not physically present in the designated meeting location and participate remotely either by video conferencing, teleconference or any other electronic means in which it allows them to participate in an audio and or visual manner. Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.
- 1.25 Emergency** – means in the event of an emergency being declared by the Premier, Cabinet or the municipal Head of Council under the Emergency Management and Civil Protection Act. Once the Emergency declaration has ended, regular meeting rules apply.
- 1.26 Mayor** – means the Head of Council of the City of Kenora.
- 1.27 Meeting** – means any regular, special, committee or other meeting of Council, of a local board or of a committee of either of them where a quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council, local board or committee called in accordance with this By-law.
- 1.28 Member(s)** – means an Elected or Appointed Member of Council or a Committee of the City of Kenora.
- 1.29 Municipal Corporation** - means the City of Kenora.
- 1.30 Motion** – means a question or a recommendation to be considered by the Council or a Committee which is moved, seconded, presented, read and is subject to debate. When a motion is adopted, it becomes a resolution.
- 1.31 Newspaper** – means a printed publication in sheet form, intended for general circulation, published regularly at intervals of no longer than a week, consisting in great part of news of current events of general interest and available to the public and to regular subscribers and distributed for sale or gratis on a daily and/or weekly basis. This includes the “on-line” version posted on the internet.
- 1.32 Notice** – means a written, printed, published, verbal, electronic or posted notification or announcement to the public generally, but does not include notice given to specified persons.
- 1.33 Point of Information** means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure.

- 1.34 Point of Order** – means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council made by a Member during a Meeting drawing to the attention of the Chair an alleged breach. It may be called to bring attention to:
- Breaches of the rules of order of Council
 - Difficulty in continuation of the meeting
 - Improper, offensive or abusive language
 - Notice that the discussion is outside the scope of the motion or the notice of motion
 - Irregularities in the proceedings.
- 1.35 Point of Privilege** - means the raising of a question which concerns a Member, or the Council collectively, when a Member believes that their rights or the integrity of Council as a whole, have been impugned.
- 1.36 Publish** – means publicly announced in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and includes posting on the Municipal website, newspaper, social media or broadcasting on a local radio station. “Publishing / published / publication” have corresponding meanings.
- 1.37 Presentation** - means a formal presentation to a Committee of the Whole Meeting or Council meeting to address Council or present reports, studies, interim or final results of a study or the presentation of projects, plans, promotions of a city-wide event either directly supported by the City or sponsored or promoted by a community group.
- 1.38 Presiding Officer** – means the Mayor or Deputy Mayor, or the person appointed by the Members present at a meeting in the event the Mayor or Deputy Mayor are not in attendance within fifteen (15) minutes after the hour appointed for the Council meeting.
- 1.39 Quorum** – means a majority of the Members of Council or Committee of the Whole, subject to the provisions of the Municipal Conflict of Interest Act, 1990, as amended. Electronic participation under regular meeting provisions, members may participate electronically, and are counted for quorum, as long as they are visibly present.
- 1.40 Radio Station** – means a radio station which can be locally received using FM frequencies.
- 1.41 Recess** - means to take a break during a meeting for a defined period of time.
- 1.42 Recorded Vote** – means the recording of the name and vote of every member of Council of which is recorded by the Clerk on a motion during a Council meeting, upon request of any member of Council prior to the vote.
- 1.43 Resolution** – means a motion that has been resolved by Council.
- 1.44 Rules of Procedure** – means the rules and regulations which are set forth in this bylaw.

1.45 Substantive Motion – means any motion except one of the following:

- a) To refer;
- b) To defer;
- c) To amend;
- d) To table the question;
- e) To recess;
- f) To vote on the question;
- g) To reconsider
- h) To adjourn;
- i) To divide

1.46 To Defer – means a motion to postpone all discussion or action on a matter until a future date or time, which is established as part of the motion

1.47 To Refer – means a motion to direct the matter under discussion to Council, a Committee of Council, staff or another Committee or group for further consideration or review.

1.48 To Table – means a motion to postpone a matter without setting a future date or time for consideration and for which consideration may be resumed at any time by a motion to lift from the table

1.49 Reconsider - means to re-open debate on a prior decision of Council only, as if the decision had never been made, in strict accordance with the requirements of this By-law. Reconsideration has a corresponding meaning.

1.50 Website – means the official internet website of the Corporation of the City of Kenora.

Article III General Provisions

2.1 Rules - regulations - observed - at all times

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committee of the Whole and shall be the rules and regulations for the order and dispatch of business in the Council.

2.2 Rules - observed - modifications - permitted

The rules contained in this by-law shall be observed, with the necessary modifications, in every meeting of Council.

2.3 Parliamentary procedure - proceedings

Those proceedings of the Council, the Committees thereof not specifically governed by the provisions of this by-law shall be regulated in accordance with generally accepted parliamentary procedure, such as the Bourinot's Rules of Order.

2.4 Preparation of Members to Meetings

Members of Council shall come prepared to every meeting where their participation is required, by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Member(s) shall make inquiries to Management regarding materials supplied in advance of the meeting through the CAO.

2.5 Rules – Council to introduce new Item on Agenda (at Council meeting)

When it is necessary to deal with an extraordinary item not provided for on the agenda, a motion shall be required to be introduced that a new item be presented for a specific matter, (and shall precede the main motion to be introduced) and such motion shall not proceed without the unanimous consent of Council.

The Member making such request is to state the nature of the motion and the reason for introducing the new item. Any extraordinary item that is introduced shall not contravene the provisions of the Notice By-law.

2.6 Rules – Agenda Item added by Member of Council (prior to agenda release)

Should a member of Council wish to bring forward an item that does not require staff action, has not budgetary impacts, does not require public notice, and can be dealt with simply through a motion, the Member shall contact the Mayor and/or Deputy Mayor one week in advance of the Council meeting to request the item be brought forward as part of the housekeeping agenda items for consideration by Council. The Mayor/Deputy Mayor will provide the Clerk notice of such request and any supporting documentation to include as part of the agenda review by the CAO and Mayor/Deputy Mayor.

2.7 Deputy Mayor – 8-month Rotation of Members

The position of Deputy Mayor shall be on a rotating basis among the six Members of Council whereby each Member shall be appointed Deputy Mayor for an eight-month period commencing in alphabetical order, the first of which will be appointed by Resolution at the Inaugural Meeting of a newly elected Council.

2.8 Absence - Mayor – Deputy Mayor - Authority

In the absence of the Mayor from the Municipality, or if he/she is absent through illness or if he/she refuses to act or if the office is vacant, the Deputy Mayor for the purposes of this by-law shall act in the place of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting. In the absence of the Deputy Mayor, the previously appointed Deputy Mayor may preside, or a Presiding Officer may be appointed by the members by resolution where possible.

2.9 Members of Council – Notify Clerk - Absence

Members of Council are requested to notify the Clerk when the member is aware that he/she will be absent from any meeting of Council or for any duration that may interfere with the business of Council.

The office of a member of Council will become vacant if the member is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council. This is in accordance with Section 259 (1)(c) of the Municipal Act, 2001, as amended, with the exception to section 2.10 of the Procedural bylaw.

2.10 Members of Council – Absence – Maternity/Paternity Leave

Pregnancy and/or Parental Leave – an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259(1.1) of the Municipal Act, 2001.

A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.

Legislative and administrative matters requiring action during a Member's pregnancy and/or parental leave should be addressed in a manner that is consistent with the Member's wishes

A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

Members of Council and City staff are responsible for adhering to the parameters of this leave.

The member's seat remains vacant during the duration of the leave, unless that member chooses to return prior to the 20 weeks.

2.11 Minutes of Meetings

All Council Meetings open to the public shall be recorded without note or comment on all resolutions, decisions and other proceedings and kept for archival purposes. Minutes shall be taken of any and all meetings, open or closed. The Clerk, or designate, shall take minutes for meetings of Council.

2.12 Taping/Televising/Recording

Meetings which are not closed to the public may be taped, televised or otherwise electronically or mechanically recorded so long as the taping, televising or recording is carried out in a manner that does not interfere with the proceedings of the meeting and provided same has been authorized by the Clerk.

2.13 Electronic Participation by Members

Participation in Council or Committee of the Whole meetings by electronic means is permitted under the following conditions:

- The Clerk has the sole discretion to determine the electronic means of participation of requesting members;
- All meeting facilities must enable the meeting participants and the public to hear and or watch and hear, each other. Members may participate electronically in both Open and Closed Council and Committee of the Whole Meetings including Special Meetings;
- The Chair is required to be present in person. If the Chair is participating electronically an alternate Chair will be determined by those present, typically the Deputy Mayor;
- Members participating electronically do count in establishing quorum provided they are visibly present for the session. Should a member be participating via teleconference only, they are not counted for quorum;
- To ensure that a quorum can be achieved, Members must notify the Clerk one day in advance of the meeting of their intent to participate electronically;
- Members may only participate electronically up to a total of four (4) meetings which includes Committee of the Whole and Council, in a calendar year (January-December) unless there are extenuating circumstances which have been approved by Council. Electronic participation does not remove the requirement for members under The Municipal Act s. 259 Vacancies, (1) (c) regarding being absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council;
- The intent is to have all Members of Council present for meetings whenever possible. Members are encouraged to attend meetings in person wherever possible;

- Members attending electronically may not have full visual access to all portions of the meeting including presentations, deputations and materials presented in person at the meeting. The Clerk will circulate such documents following the meeting;
- Members must connect electronically to the meeting no later than 10 minutes prior to the commencement of the meeting to allow the Clerk ample time to ensure connectivity and advance preparation of the meeting;
- Members attending electronically must advise members of Council if they need to disconnect from the meeting for any reason at any time by indicating to the Chair of their departure. The Clerk shall record in the minutes the time the member left the meeting. In the event connection is lost during any meeting, the member shall attempt to reconnect to the meeting without disruption to the meeting. In the event a reconnection does not occur the member attending electronically shall be considered to have left the meeting at the point of disconnection;
- The member shall be allowed to vote, and their vote will be required to be verbally announced. The Chair shall recognize electronic participants by requesting a verbal 'aye or nay' vote in the event of voice attendance only, or a raised hand in the event of visual attendance. This shall be followed at the end of the vote of members in attendance. Electronic members need to ensure they address the Chair by vocalizing their request for discussion prior to the vote called;
- Members need to present in a manner similar to being present in the open meeting. They are responsible for ensuring there is no background noise at their location that would interfere with the meeting. Audio should be muted at all times except for when addressing meeting attendees;
- Members must adhere to the Rules of Order in this Procedural bylaw when attending in an electronic format and all decorum and rules apply while attending remotely;
- The Clerk may provide for electronic participation of staff including electronic participation of the Clerk where necessary.

2.14 Electronic Participation by Members during an Emergency

In the event of an emergency declared by the Premier, Cabinet or the Municipal Head of Council under the Emergency Management and Civil Protection Act, members may, where deemed necessary by the Mayor or Clerk, meet in an electronic meeting for the purposes of conducting the business of Council.

Under the emergency provision, members may participate in both open and closed sessions in the electronic format. It is permitted, when deemed necessary, for all members to participate remotely.

Members participating electronically count towards quorum and are permitted to vote.

Meetings held under this provision would still be required to follow existing meeting rules including providing of notice of meetings to the public, maintaining meeting minutes, and subject to certain exceptions, that meetings continue to be open to the public.

The Mayor, in consultation with the Clerk, may exclude members of the public, including deputations, depending on the nature of the emergency.

In the event that members of the public are not permitted to attend a meeting in-person due to the emergency, and electronic participation of the public cannot be facilitated, the public will be requested to provide their comments in writing to the Clerk prior to the meeting and the

comments will be distributed to members of Council, In the event the Clerk believes that electronic participation by the public can be facilitated, then the Clerk shall make this option available upon receiving a written request to appear as a delegation. The remainder of the regular rules for delegations as set out in this bylaw shall apply.

Where circumstances allow, meetings will be live streamed or recorded and made available following the meeting.

The Clerk may provide for electronic participation of staff including electronic participation of the Clerk where necessary.

During a state of emergency, the provisions of this section pertaining to electronic participation applies. Once the emergency has ended, regular meeting rules apply including the regular electronic meeting provisions

2.15 Cell phones/ Smart Phones

All phones are required to be turned to vibrate during all Council and Committee meetings. This applies to all Members, Staff, Media and the public.

2.16 Council Member Announcements

Member announcements are limited to two (2) minutes each. Announcements will not be recorded in the minutes.

2.17 Staff at Council and Committee of the Whole Meetings

Senior Leadership Team Members are expected to attend all meetings of Council unless otherwise directed by the CAO.

2.18 Proper Address for Members of Council/Administration/Public:

(a) The Mayor shall be addressed as: "MAYOR (surname inserted) or (first name and surname) as requested", or, alternatively, as "YOUR WORSHIP".

(b) The Chair of Committee of the Whole shall be addressed as CHAIR (insert surname) or alternatively CHAIR (first name and surname) as requested.

(c) All other Members are to be addressed as: "COUNCILLOR (surname inserted) or alternatively COUNCILLOR (first name and surname) as requested)".

(d) Members of Administration shall be addressed as: "TITLE" or 'CITY OFFICIAL" (surname inserted) (i.e. City Manager (surname inserted) Clerk (surname inserted) Alternative Title or City Official and (first and surname) as requested.

(e) Presenters/Deputants shall be addressed as 'PRESENTER/DEPUTANT" (surname inserted) or (first name and surname) as requested)

Part 3 – Giving of Public Notice & Scheduling of Meetings

3.1 Meetings – Open to the Public

All meetings of Council shall be open to the public and held at the Council Chambers at City Hall, One Main Street South, unless otherwise advertised.

3.2 Public Notice and Contents

The published agenda shall be considered as adequate public notice and deemed to have been

given by its being posted on the website (www.kenora.ca) and available for public review in the office of the City Clerk no later than 4:00 p.m. on the applicable business day preceding the regularly scheduled meeting.

Every notice of a meeting of Council or Committee shall indicate the day, date, time and place of commencement of the meeting.

3.3 Public Notice – Special Meetings of Council or Committee of Council

A minimum of **twenty-four (24)** hours public notice shall be given (see exception in Section 3.7) prior to the holding of the special meeting, typically held in Council Chambers. The advance public notice shall be given to Council, appropriate staff, the affected parties, the public, and shall state the specific business to be considered at the special meeting.

Notice of the special meeting shall be posted on the Portal at least twenty-four (24) hours preceding the meeting, as well as advertised in the media at the Clerk's discretion as to the appropriate form of media publicity.

No other business than that stated in the Notice, and subsequently on the agenda, shall be considered at a special meeting.

For purposes of a Special Council Meeting, the Rules of Order contained herein with respect to the reading of the blessing, confirming previous Minutes, etc. are deemed to be suspended, unless a majority of the members deem otherwise.

3.4 Public Notice – Closed Meetings

If it is necessary for a closed meeting to be held that is not on a regularly scheduled meeting date, a minimum of **twenty-four (24)** hours public notice shall be given prior to the holding of an In-Camera meeting not already provided for on any meeting agenda where notice is deemed to have been given. The advance public notice shall be given to Council, appropriate staff, the affected parties, the public, and shall state the general nature of business to be considered.

3.5 Public Notification – Other Meetings

Notice shall be given for any meeting, open or closed, and such notice shall be determined by the Clerk in accordance with this by-law.

3.6 Public Notice – Adoption of Procedural By-law

Before passing a Procedural By-law, or amendment, the Council shall give notice of intention to pass such by-law by providing notice on the applicable agenda preceding the meeting, subsequently posted on the Portal.

3.7 Emergency or Disaster – Notice not Required

In the event of a disaster or emergency as defined in the Emergency Plan, an emergency meeting may be held without notice to deal with the emergency or extraordinary situation, provided that an attempt has been made by the Chief Administrative Officer and/or Clerk or Clerk's designate, to notify the Members about the meeting as soon as possible and in the most expedient manner available.

3.8 Minimum Requirements

The notice requirements set out in this by-law are minimum requirements only and the Clerk may give notice in an extended manner if in the opinion of the Clerk and/or Member of

Council, the extended manner is reasonable and necessary in the circumstances.

3.9 Subordinate to other required Forms of Notice

The notice requirements set out in this by-law shall be subject to any specific requirements for the fixing of notice as prescribed by legislation or as directed by Council.

Schedule of Meetings

3.10 Inaugural - Time – Place - Held

The Inaugural Meeting of Council, following a regular election, shall be considered the Council's first meeting and shall be held on the Fifteenth day of November, of an election year, beginning at 5:00 p.m. in City Hall Council Chambers in accordance to the Municipal Elections Act, Sec.16.

3.10.1 Inaugural Agenda

The Clerk shall be responsible for the content of the Agenda of the Inaugural Meeting and the arrangements for the Inaugural Proceedings.

3.11 Orientation Meeting

Orientation meetings of Council, shall be considered as an information meeting to newly elected Members of Council in order to provide Members with the general process of what an elected Member could reasonably expect such as but not limited to; the Inaugural meeting process; how many committees they may be appointed to; process of a Council meeting; protocol; corporate policies; code of conduct; payroll; overview of the budget process, and other matters the Administration may deem necessary.

3.12 Regular Council - Monthly - Time

Following the Inaugural Meeting, regular Council meetings shall be held in the Council Chambers at City Hall, as established annually by Council in December of the previous year, or earlier, and posted publicly. Meetings are typically held the third Tuesday of the month but are amended from time to time as required. August meetings are suspended unless a special meeting is required.

3.13 Committee of the Whole Meetings

Committee of the Whole meetings shall be held in the Council Chambers at City Hall, as established annually by Council in December of the previous year, or earlier, and posted publicly. Meetings are typically held the second Tuesday of the month but are amended from time to time as required. August meetings are suspended unless a special meeting is required.

3.14 Municipal Elections - Meeting Time - Exception

Notwithstanding any other provision of this by-law, in the month in which a regular municipal election is held, the Council shall not meet in that month, unless required in accordance with Section 3.3.

3.15 Calling of Special Council or Committee of the Whole Meetings

The Mayor or designate may, at any time, call a special meeting of Council or Committee of the Whole, or upon receipt of a petition signed by a majority of the members, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition, in accordance with the notice provisions contained in this Section.

3.16 Cancellation/Postponement of Meeting - Notice by Clerk

Any meeting may be cancelled or postponed and re-scheduled to a day, time and place. Such changes shall be given in the form of a written notice by the Clerk, provided at least 24 hours' notice can be given, or if known in advance, Council shall adopt a motion for this purpose.

If the 24-hour advance notice cannot be provided for whatever reason, the Clerk shall attempt to notify the Members and the general public as soon as possible and in the most expedient manner available.

Part 4 - Closed Meetings

4.1 Criteria & Procedure – Closed (In-Camera) Meetings

Meetings shall be closed to the public as provided for in the Municipal Act, 2001, as amended (see Appendix A to this by-law).

4.2 Electronic Participation

Where members are participating electronically, each member will be requested by the Clerk at the start of the meeting to confirm they are alone in the room they are participating and that no other individual may hear proceedings of the confidential in-camera session. This confirmation will be recorded in the minutes to emphasize the importance of confidentiality of the session.

4.3 Motion to move into Closed Meeting

Prior to Council/Committee resolving into a Closed Meeting for one of the reasons in accordance with the Act as noted above, Council shall state by motion:-

- a) the fact of holding the Closed Meeting and the provision under the Act;
- b) the general nature of the matter to be considered.

4.4 Closed Items to be included on Open Agenda

Before Council or a Committee moves into a closed meeting, a public motion authorizing the closed meeting and stating the general nature of the matter or matters to be considered at the closed meeting shall be passed; no additional matters shall be considered by Council or Committee at the closed meeting.

4.5 Confidential Matters

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. Any Member who contravenes the confidentiality clause, may be subject, by majority vote of Council, to penalties in accordance with the Council Code of Conduct Policy.

4.6 Closed Meeting Reports/Agendas/Minutes

Closed Meeting Reports shall be marked and attached to the closed agenda and circulated to Council prior to the regular Council or Committee of the Whole meeting.

Closed Meeting Agendas and Minutes shall be marked and circulated by the Clerk and identified with a coloured background. Closed Agendas and Minutes shall be emailed directly to Council and the CAO. The Clerk shall file the Closed Meeting Minutes in the Clerk's office vault.

4.7 Motions permitted in Closed Meeting

A vote may not be taken at a meeting which is closed to the public, with the exception of

motions for procedural matters such as confirming minutes and adjourning the meeting, as well as written motions for giving directions or instructions provided such direction is not a decision by the Council or Committee.

4.8 Moving out of Closed to Regular Meeting to Vote

Members shall adjourn from the Closed Meeting and reconvene in the Open Meeting to report from the Closed Meeting and to vote, if necessary, on any motion. Such motions pertaining to direction and action from the Closed Meeting shall provide as much detail as possible for reporting out to the Open Meeting, and if applicable, identifying the specific staff position required to follow-up on the recommended course of action set out by Committee or Council, as the case may be, from the Closed Meeting.

4.9 Minutes – Closed Meeting

Closed meeting minutes shall be formatted with a coloured background so they are distinguishable from regular minutes.

For the purpose of a Closed Meeting, the Clerk or Recording Officer shall record the following, without note or comment:

- i) The starting time of the closed meeting and fact of the holding;
- ii) All those in attendance;
- iii) Any Declarations of Pecuniary Interest & general nature thereof;
- iv) Any Closed Deputations
- v) The general nature of the matter considered at the closed meeting;
- vi) Approval of previous Closed Minutes
- vii) Personal information shall not be recorded;
- viii) The disposition of the matter;
- ix) Reports/recommendations to be moved into Open Meeting for a vote;
- x) The concluding time of the closed meeting.

4.10 Closed Meeting Chair – Deputy Mayor

The Deputy Mayor shall be the Presiding Officer/Chair for Closed Council/Committee Meetings and shall give their report to Council/Committee when they return to the regular meeting to consider the disposition of the matter by voting on a motion. In the event the Deputy Mayor is not present, the previously appointed Deputy Mayor shall act in their place.

In the event that the previous Deputy Mayor is not present, members present will mutually appoint the Chair prior to the start of the meeting.

4.11 Closed Meeting Investigation – Report

If the municipality or local board receives a report under Subsection (10) of Section 239.2 of the Municipal Act, 2001 the municipality or local board, Council shall pass a resolution stating how it intends to address the Closed Meeting Investigator's report.

Part 5 - Proceedings - Council Meetings

5.1 Agenda – Established by Clerk

The Clerk, subject to such changes as may be appropriate in the circumstances, shall prepare for electronic distribution of the agenda to each Council Member, the Chief Administrative Officer and all Directors by end of day on the Thursday prior to the meeting date.

Posting of the agenda on the City's website (www.kenora.ca) for public review is required no

later than 4:00 p.m. on the applicable business day preceding the regularly scheduled meeting outlining the “Order of Business” as follows:

5.2 Regular Order of Business:-

1. Call to Order
2. Land Acknowledgement
3. Public Information Notices
4. Declarations of Pecuniary Interest & General Nature Thereof
5. Consent Agenda (reports voted upon by one motion-no debate on these items)
6. Confirmation of Previous Council Minutes
7. Presentations
8. Deputations
9. Additions to Agenda (urgent only)
10. Appointments
11. Items from Committee of the Whole
12. Housekeeping Resolutions
13. Tenders (Information Only)
14. By-laws
15. New Notices of Motion (no debate)
16. Notices of Motion from previous meeting
17. Proclamations
18. Announcements (non-action & not recorded in minutes)
19. Adjournment (to Closed Meeting, if required)
20. Business arising from Closed Meeting (if applicable)
21. Close Meeting

5.3 Call to order - quorum present

As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Mayor.

5.4 Quorum

A majority of the Members elected (50% +1) shall constitute a quorum.

5.5 No Quorum

If no quorum is present one half hour (1/2 hour) after the time appointed for a meeting of Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting. A quorum for meetings for the purpose of Council shall be a majority of the total members, or the presence of at least four (4) Members.

Should any Council Member in attendance make a Declaration of Pecuniary Interest thereby reducing the number present to less than a quorum, the meeting may continue.

5.6 No Quorum – Permitted Motion

Should there be no quorum at a duly called meeting, ONE of the following three motions can be legally called:

- a) Motion to Adjourn – by calling this motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.
- b) Motion to Recess – The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.
- c) Motion to Set the time to which to re-adjourn the meeting – The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.

There can be no other motion that would advance the business of the Municipality or Committee legally permitted.

5.7 Quorum – Municipal Conflict of Interest – Remedy for Lack

Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or Special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

5.8 Declaration of Pecuniary Interest – Duty of Member/Completion of Form

Members shall comply with the Municipal Conflict of Interest Act, and in accordance with the Act any Member shall disclose any direct or indirect pecuniary interest as follows:-

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall remove themselves from the table by stepping back and moving to a different part of the room, but is not required to leave the room;
- (d) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

At the applicable meeting, a Member shall complete and read the necessary Declaration Form regarding their Declaration of Pecuniary Interest and shall provide the form to the Clerk for recording it in the Minutes (see Appendix B to this by-law).

All Declarations shall be recorded exactly as submitted by the member by the Clerk accordingly both in the Minutes and on any applicable resolution. The Clerk, as soon as reasonably possible following the meeting, shall add the declaration to the Council Registry which will be publicly posted on www.kenora.ca for public inspection. The Clerk shall maintain a copy of each statement filed by the member.

No Member shall request any staff member for their opinion or to comment on whether or not the Member has a Pecuniary Interest, whether direct or indirect. Members may seek a legal opinion as to whether they may or may not have a Pecuniary Interest on a particular matter.

5.9 Minutes

The Minutes of the Council shall be taken by the Clerk or designate and shall consist of a record of all proceedings taken during a Council meeting pursuant to the Municipal Act, 2001, as amended. The Clerk or designate shall record, without note or comment, the following information for the purpose of the official Minutes:

- Date, place and time of meeting
- Name of the Presiding Officer
- Members both present and absent (regrets)
- Identify any members participating electronically
- Member who reads the Land Acknowledgment
- Member who makes a Declaration of Pecuniary Interest & General Nature Thereof
- Any public deputation including the name of the person/group
- Follow up discussion/direction to staff on a particular matter
- Recorded Votes
- Notices of Motions

- Announcements
- Proclamations
- Time of Adjournment/Close of Meeting

5.10 By-laws

By-laws shall be introduced in the applicable section on the Council agenda. If applicable, by-laws of an urgent nature that fall under 'additions to the agenda' may be considered and presented with the additional item under that section of the meeting, provided they are in accordance with the Notices of Motion bylaw.

5.11 Three Readings required before Enactment

Every by-law shall receive three readings (first, second and third) by Council before being enacted. By-laws may be presented for one or two readings at the direction of Council or staff prior to the Council Meeting depending on the nature of the by-law.

In accordance with this Section, authorization is given to dispense with the actual reading of the by-laws and that only the titles of each by-law shall be read within the applicable motion.

5.12 Curfew – Regular Council Meetings

Council shall adjourn no later than three (3) hours past commencement of the usual five (5) o'clock meeting time, typically before the hour of eight (8) o'clock in the evening, unless otherwise ordered by a unanimous vote of members present.

5.13 Curfew – Closed Meetings

Council shall adjourn their closed session no later than three (3) hours past the commencement of a closed session, unless otherwise ordered by a unanimous vote of members present.

Part 6 – Rules of Conduct and Debate

6.1 Order - decorum - maintained - Mayor

The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

6.2 Mayor - speaking on motion - to leave Chair

The Mayor may answer questions and comment in a general way without leaving the chair, but if he/she wishes to make a motion or to speak on a motion by taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the chair, and shall designate another member to fill his/her place until he/she resumes the chair.

6.3 Member Speaking - recognition by Mayor - required

Before a member may speak to any matter, he/she shall first be recognized by raising their hand to be addressed by the Mayor. When a member is participating electronically, the member must endure to speak when it is most appropriate and other members have completed their discussion by verbally or visually indicating to the Mayor that they wish to speak.

6.4 Speaking - order - determination

The Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions "through the Chair".

When two or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.

6.5 Disruption - Council - by member - prohibited

A member shall not disturb the Council by any disorderly deportment. It shall be the duty of the Mayor to restrain the Members, within the rules and procedures when engaged in debate.

6.6 Disruption – Electronic Participation

A member shall not participate electronically where rules of order and decorum are not respected and adhered to. Should the electronic participation of a member be deemed disruptive to a meeting, the Mayor may instruct the Clerk to terminate the electronic participation by that member provided the Mayor has advised the member that the participation/actions are disruptive to the meeting.

6.7 Offensive language - insults - prohibited

No member shall speak disrespectfully, nor shall they use profane or offensive words or insulting expressions in or against Members of Council or any Member thereof including Municipal employees.

A Member, while asking questions through the Chair, shall at no time put into question the municipal employee's personal or professional integrity.

6.8 Disobedience - rules - points of order - prohibited

A member shall not disobey the rules of the Council or a decision of the Mayor or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

6.9 Leaving seat - disturbance during vote - prohibited

A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

6.10 Interruption - speakers - exception

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

6.11 Leaving meeting - not to return - Mayor informed

A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Mayor.

6.12 Disorderly conduct - member to be removed - question

In the event that a member persists in a breach of the rules prescribed in this by-law, the Mayor has the sole discretion to order the member to leave his/her seat for the duration of the meeting.

6.13 Breach of Rules – expel from meeting

Members shall refrain from harmful conduct to the Municipality or its purposes. No Member shall breach the rules of the Council or a decision of the Chair or the Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council; and in the case where a Member persists in any such breach after having been called to order by the Chair, the Chair may order that such Member leave her/his seat for the duration of the meeting of the Council; but if the Member apologizes, they shall be permitted to retake their seat.

6.14 Apology - member to resume seat - by permission

If the member apologizes, the Mayor, with the approval of the Council, may permit him to resume his/her seat.

6.15 Power to Expel

The Mayor or Presiding Officer may expel any person for improper conduct at a meeting.

6.16 Decisions of Council – criticized

No Member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered.

Part 7 – Motions in Council**7.1 Motions in Writing**

All substantive motions introduced to Council shall be in writing.

7.2 Addressing Council

Members shall rise to read motions presented to Council.

7.3 Disposition of motion

Every motion in Council must be voted on and either carried, defeated, or deferred before any other motion (other than a motion to amend), can be introduced; deferred; amended, etc.

7.4 Motion to Defer (later in same meeting)

This motion provides a mechanism whereby a motion can be set aside and taken up again at any time later in the meeting by moving a procedural motion to resume consideration of the matter.

- Motion is not debatable
- Is not amendable
- Approval requires a two-thirds majority of votes cast

7.5 Motion to Defer (to subsequent meeting)

This motion enables the discussion of a substantive issue to be put off to a subsequent meeting.

- Motion shall state the substantive issue and the date and/or time of the postponement
- Is debatable only with respect to the date and time
- Must have a seconder
- Amendments restricted to the stated date/and or time
- Approval by majority.

7.6 Motion to Defer Indefinitely

This motion provides a mechanism whereby an issue can be fully discussed, although no decision is to be taken.

- Is debatable and is not restricted so substantive issue can be fully discussed
- Approval by majority.

7.7 Motion to Amend

- Shall be presented in writing;
- Shall not negate the main motion;
- Shall receive disposition of Council before a previous amendment or the question;
- Shall not be further amended more than once, provided that further amendment may be made to the main question;
- Shall be relevant to the question to be received;

- Shall not be received proposing a direct negative to the question;
- May propose a separate and distinct disposition of a question;
- Shall be put in the reverse order to that in which it is moved.

7.8 Motion to Withdraw

A motion shall only be withdrawn by the Mover and Seconder, and only with the consent of the majority of Council.

7.9 Ultra Vires Motion

Council shall not consider a motion that is ultra vires (beyond its power of authority).

7.10 Motion to Reconsider

The following are the rules applicable to a motion to reconsider:

1. Shall be moved by a member voting on the prevailing side.
2. Shall not be debated;
3. Shall not be amended;
4. Shall not be considered if the action approved in the motion cannot be reversed;
5. Suspends action on the motion to which it applies until it has been decided.

7.11 Motion to Reconsider Resolution – Resolution Passed

No Resolution shall be reconsidered during a period of twelve (12) months following the date on which the Resolution was passed.

7.12 Motion to Refer

A motion to refer, or to refer back to a Committee or a member of staff with instructions may be put forth and amended but shall be disposed of by Council before the original motion or any other motion pertaining to the original motion.

7.13 Notice of Motion

A member may introduce a new matter by way of notice of motion. The notice of motion shall be read at a meeting of Council (not Committee) and then shall be placed on the next regular Council meeting Agenda by the Clerk, unless the Member otherwise states a specific Council meeting date.

A new notice of motion when introduced is not moved or seconded but the motion shall be moved and seconded at the subsequent meeting, at which time it is then debatable/amendable.

The Member shall provide the Clerk with the Notice of Motion wording to be presented to Council prior to the next subsequent meeting.

Only the Member is entitled to have consideration of the Motion deferred to the next regular meeting or deferred to an indefinite period to allow for future reference.

Only the member is entitled to amend the motion that is presented.

Considerations for Notices of Motion

- Realistic timelines for deliverables by administration Alignment with Strategic Plan or other guiding document
- Budget impacts (capital, operating, amendments)
- Overall impact to municipality

7.14 Speaking to motion - limitation - subject - maximum 5 minutes

When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of five (5) minutes except in the explanation of a material part of her/his debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.

7.15 Speaking to motion – exception - vote - reply

A member shall not speak more than once to any motion, but the member who has made a motion shall be allowed to speak for a maximum of 5 minutes to answer any questions.

7.16 Speaking – subject of debate

No Member shall speak on any subject other than the subject that is currently being debated.

7.17 Motion - under debate - read - at any time

A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.

7.18 Motion under debate – questions – before vote

When a motion is under debate, a member may ask a concisely worded question of another member, or City Administration, through the Mayor prior to the motion being put to a vote by the Mayor in accordance with this by-law.

Part 8 – Voting by Council**8.1 Mandatory vote – all members**

The Mayor and all Members present are required to vote by a CLEAR show of hands when a question is put forth, unless they have declared a Pecuniary Interest on a particular item.

8.2 Amendment to Motion - Voted on first

A motion to amend an amendment to a motion shall be voted on first.

8.3 Voting - order

Voting on the main motion and amending motions shall be conducted in the following order:

- (a) A motion to amend a motion to amend the main motion;
- (b) A motion (as amended or not) to amend the main motion; and
- (c) The main motion (as amended or not).

8.4 Motion to vote - immediately - after all have spoken

A motion shall be put to a vote by the Mayor immediately after all members desiring to speak on the motion have spoken in accordance with the provisions of this by-law.

8.5 Speaking - after motion - before vote announced

After a motion is put to a vote by the Mayor, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Mayor.

8.6 No vote - deemed negative - exception

Every member who is not disqualified from voting by reason of a Declaration of Pecuniary Interest shall be deemed to be voting against the motion if he/she declines or abstains from

voting.

8.7 Secret voting - on motion - prohibited

The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

8.8 Result - announced

The Mayor shall announce the result of every vote, except in the case of a recorded vote in which the Clerk shall announce the result.

8.9 Result - disagreement - objection immediate - retaken

If a member disagrees with the number of votes for and against a motion as announced by the Mayor, he/she may object immediately to the Mayor's declaration and, with the consent of the Council, the vote shall be retaken.

8.10 Tie vote - deemed negative

When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

8.11 Recorded vote - When called for

Any Member present may request that a vote be recorded and shall call for a recorded vote immediately prior to, or following, the taking of the vote. Each Member present, except a Member disqualified from voting by any Act, shall announce his or her vote openly when asked by the Clerk. The Clerk shall request Council Members to announce their vote in alphabetical order, and then will request the Mayor to announce his/her vote last. The names of those who voted for and against shall be noted in the Minutes. If any Member does not advise of their vote, they shall be deemed as voting in the negative. The Clerk shall announce the result of the vote.

8.12 Recorded vote - all member to vote - exception

All members present shall vote when a recorded vote is called for, except when they have been disqualified from voting by reason of a Declaration of Pecuniary Interest.

8.13 Voting - number of members - calculation

In every vote/recorded vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:-

- (a) The number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act*, and
- (b) The number of seats that are vacant on the Council by reason of The *Municipal Act, 2001*, as amended.

8.14 Open Voting Only

No voting shall take place at any meeting that has been closed to the public in accordance with Section 239 of the Act, except as it may pertain to a procedural matter or for giving direction or instructions to municipal officials/employees.

8.15 Consent Agenda

All items to be considered for the Consent portion of the Agenda shall be determined by the Mayor, CAO and Clerk.

8.16 Consent Agenda – Pecuniary Interest

If a Member declares a pecuniary interest on an item that is included on the consent agenda, the item will be considered under the heading “Matters Excluded from Consent Agenda”.

8.17 Consent Items – Explanatory Note – One Motion

All items listed under the Consent Agenda, shall be preceded by an explanatory note indicating as follows: “all matters listed on the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion or motion on these matters”.

8.18 Consent – Items for discussion – routine

All items listed under the Consent Agenda shall contain routine matters which are not controversial in nature and which do not need further discussion and are informational items or routine matters.

All items listed in the Consent Agenda are subject to a single motion that is neither debatable, nor amendable. A Member may make a brief comment regarding a consent item prior to the consideration of the motion, however, if an item requires further discussion, debate, or an amendment it must be removed and lifted from the Consent Agenda and placed on the regular Agenda for discussion.

Should a Member of Council request to lift an item from the Consent Agenda, the item will be considered during the report portion of the appropriate sub-Committee Agenda.

8.19 Consent Agenda - Council Procedure

- a) The Chair will ask for a Motion to adopt all items on the consent agenda.
- b) Members will identify any items to be excluded from consent agenda for discussion under the agenda heading “Matters Excluded from Consent Agenda”.
- c) A vote will be taken on the balance of the consent agenda items.

Part 9 – Deputations**9.1 Addressing in Council**

Any person desiring to present information or speak to Council at a Council Meeting shall have an opportunity to do so at the commencement of the meeting as provided for on the Agenda and will be announced by the Presiding Officer. The prescribed “Deputation Request Form” must be filed with the Clerk according to timelines noted on the prescribed form in advance. Such persons shall have no more than five (5) minutes at a Council meeting to address Members and no debate on any subject shall be engaged in by either Council or those providing the Deputation. The Mayor/Deputy Mayor may use their discretion should the five minute time-frame not be met.

If a Deputation Request (with or without the completed Request Form) is received at the commencement of a meeting, the discretion rests with the Mayor/Deputy Mayor as to whether or not the Deputation will be heard.

9.2 Addressing in Committee

Any person desiring to present information or speak at a Committee of the Whole Meeting shall have an opportunity to do so at the commencement of the meeting as provided for on the Agenda and will be announced by the Chair. The prescribed “Deputation Request Form”

must be filed with the Clerk according to timelines noted on the prescribed form in advance. S

Such persons shall have up to fifteen (15) minutes to address and exchange information with Council and Members may engage in dialogue with the person or persons. The Mayor/Deputy Mayor may use their discretion should the fifteen minute time-frame not be met.

If a Deputation Request (with or without the completed Request Form) is received at the commencement of a meeting, the discretion rests with the Mayor/Deputy Mayor as to whether or not the Deputation will be heard.

9.3 Deputation Request Form Necessary

A signed Deputation Request Form shall be submitted to the Clerk with a legibly written presentation provided before, during or following the deputation.

9.4 Deputation Request Form Deadlines

For Council Meetings: A Deputation Request Form shall be completed and submitted to the Clerk's Office before 10:00 a.m. on the day prior to a regular Council Meeting that sets out the topic to be addressed, together with the date of the meeting and the name and contact information (phone number, email address) of the person or group making such request.

For Committee Meetings: A Deputation Request Form shall be completed and submitted to the Clerk's Office no later than the Friday at 12 noon in advance of the requested Committee meeting to attend so that it can be included on the Committee of the Whole agenda.

For Special Council/Committee Meetings:

Typically, deputations are not included on Special Meeting Agendas, and will be heard at the pleasure of the Mayor/Deputy Mayor, provided it relates to the subject matter on the agenda.

9.5 Curtailment of Time

The Head of Council or Deputy Mayor may curtail any deputation for disorder or any other breach of this by-law, and, if the Head of Council or Deputy Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw.

9.6 Location

No person, except Council Members and authorized staff shall be allowed to come within the Council Members' seating location during a meeting without the permission of the Head of Council, Deputy Mayor or Clerk. The public is expected to speak from the lectern provided in Council Chambers to address Council.

9.7 Presentation in Person

All deputations must be conducted in person in the meeting room where the meeting is being conducted with the Mayor having discretion to permit deputations/presentations in another format.

9.8 Behaviour of Deputant

Deputation participants are attending a business meeting of Council and as such proper decorum is expected of all those in attendance. As may be necessary from time to time, the Mayor, Deputy Mayor or Clerk shall advise of the rules of order contained in this Section of the By-law to contingents of the public in attendance either observing or addressing Council, particularly on a sensitive issue.

Deputation participants are expected to sit in the general public seating area and present their information from the podium.

No Deputant shall:

1. Speak without first being recognized by the Presiding Officer or Chair
2. Speak disrespectfully of any person
3. Use offensive words or gestures, or make abusive comments,
4. Speak on any subject other than the subject stated on their Deputation Request Form
5. Disobey the Rules of Procedure or a decision of the Council or Committee

9.9 Conduct by the Public

Members of the public, who constitute the audience at a meeting, shall not:-

- Address Council or Committee without permission
- Bring signage, placards or banners into such meetings
- Engage in any activity or behaviour that would affect the deliberations
- Bring food into the Council Chambers or meeting unless so authorized
- Allow cellular phones to ring so as to disrupt the proceedings

9.10 Expulsion

The Presiding Officer or Chair may expel and exclude any member of the public who creates any disturbance or acts improperly during a meeting of Council or Committee. If necessary, the Clerk may be called upon to seek the appropriate assistance from police officers for this purpose.

9.11 Recording of Deputation for the Minutes

The Clerk or designate shall record, without note or comment, a brief summary of a public deputation where no written deputation is presented, including the name of the person/group represented. Where a written deputation is presented, it shall be duly noted in the Minutes that a written deputation was received, and filed with the Clerk for the public record.

9.12 Written Submission

Presenters are required to provide their speaking notes in advance of the meeting to the Clerk for purposes of the official record.

9.13 Deputations During Emergency Provision

Where electronic participation by Members is required during an emergency, delegations may be limited to written submission only. Delegation requests for meetings held during an Emergency will be reviewed as received and will be accommodated in the most reasonable manner at the time. The discretion lies with the Mayor and Clerk.

9.14 CAO - Directors or Applicable Staff - address to Council

Notwithstanding the provisions of Section 9.1 of this by-law, the City CAO, Directors or applicable staff to the subject being discussed shall be permitted to address Council and the person(s) making the deputation with advance permission of the head of Council.

9.15 Business - stated - matters - related to

Persons appearing before the Council shall confine their remarks to the business stated in their request.

9.16 Repetition - prevented - hearing declined - exception

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, the Mayor or Deputy Mayor may decline to hear any person who has an identifiable common interest or concern with any other person who has

already appeared and spoken at the meeting.

9.17 Appearance - previous - limitation - new information

Any person appearing before Council who has previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and subsequent appearances.

9.18 Deputations – Request of Council or Committee

From time to time, it may be necessary for the Council or a Committee to invite a person, group or organization to attend a meeting to discuss a specific matter or issue. Unless otherwise required by law and the provisions of the Municipal Act, these deputations shall be open to the public.

9.19 Quantity of Deputations at a Meeting

Committee of the Whole meetings will permit up to 4 deputations per meeting on a first filed basis. For Council meetings, there will be up to 8 permitted deputations per meeting. It will be at the discretion of the Clerk, or Deputy Clerk, if additional deputations will be permitted to appear on the agenda at any particular meeting.

9.20 Deputation – Request for Action – Referred

Delegations, which request action to be taken by Council, shall be referred to Administration, by majority vote, for a report that shall be presented to Council at an ensuing Committee of the Whole meeting which will include research and recommendations from Administration in the respective areas.

9.21 Deputation – no immediate decision

Under no circumstances, shall a decision from Members of Council be made on a request by a Deputation at the same meeting the Delegation has been heard.

9.22 Petitions to Council

Should a member of the public wish to present a petition to Council on a particular matter, such petition must be presented at an open meeting of Council or Committee of the Whole through a deputation request and copies will be circulated to Members of Council by the Clerk.

9.23 Materials to Council

Any member of the public making a deputation to Council shall provide the Clerk with any records pertaining to their deputation. The Clerk will circulate to members of Council on their behalf. Any electronic copies should be forwarded to the Clerk in advance of the meeting.

9.24 Anonymous Correspondence to Council

Correspondence received by the City addressed to Council with no name and contact information attached to such correspondence will not be circulated to Council or filed for record.

Part 10 - Committee of the Whole

10.1 General and Notice

All Members of Council are Members of the Committee of the Whole, a majority of which shall be required to carry the consensus to Council. Only Members of Council shall be entitled to vote.

Such Members may meet from time to time in addition to the times specified in this by-law as a Committee of the Whole for the purpose of considering any matter or thing referred to

or brought before the Committee for consideration and/or report. Meetings of a Committee of the Whole may be called by the Mayor or Clerk whenever he/she considers it necessary or by a majority of Members provided appropriate advertising takes place with twenty-four (24) hours advance public notice, in accordance with the Notice provisions contained in this by-law.

10.2 Schedule of Meetings (Dates & Times)

Committee of the Whole meetings shall be held in the Council Chambers at City Hall, as established annually by Council in December of the previous year, or earlier, and posted publicly. Meetings are typically held the second Tuesday of the month but are amended from time to time as required.

10.3 Meetings – Special Committee of the Whole

Special meetings of a Committee of the Whole may be called by the Mayor or Clerk whenever he/she considers it necessary or by a majority of Members provided appropriate advertising takes place with twenty-four (24) hours advance public notice as provided for in Section 3 this by-law.

10.4 Meetings – Closed

A Committee of the Whole meeting, or any part thereof, may be closed to the public, provided the required notice has been given and such meeting does not contravene the provisions of the Municipal Act (as set out in Section 4.3 of this By-law). The Deputy Mayor shall chair the meeting.

10.5 Procedure - Modifications

The rules governing the procedure of the Council and the conduct of its members shall be observed in Committee of the Whole meetings, with the necessary modifications.

10.6 Order of Business

The following sections shall be included on the Committee of the Whole Agenda:

- Public Information Notices
- Land Acknowledgement
- Declarations of Pecuniary Interest and General Nature Thereof
- Confirmation of Previous Committee Minutes
- Deputations/Presentations
- Reports from Administration
- Proclamations
- Other
- If required to move into a Closed Session, such items will be listed in a general nature for this purpose.
- Close Meeting

10.7 Points of Order – Decision by Mayor/Deputy Mayor

Points of order arising in a Committee of the Whole shall be decided by the Mayor or Presiding Chair.

10.8 Curfew – Committee of the Whole Meetings

The Committee of the Whole shall adjourn no later than four (4) hours past commencement of the usual nine o'clock (9:00 a.m.) meeting time, even in the event of a Deputation taking place during the meeting. The meeting shall not continue beyond the hour of one o'clock (1:00 p.m.) in the afternoon, unless otherwise ordered by a unanimous vote of members present. This does not include any hours spent in an in-camera meeting to resume to the open meeting.

10.9 Periods of Break

Council will take breaks throughout the meeting every 1.5 hours, at the discretion of the Mayor, or any Member of Council requesting general consensus to break.

10.10 Timing of Meetings

Subject to Statutory Holidays, vacation schedules, and conferences, etc., and unless otherwise recommended by the Clerk and so agreed to by Council and advertised with the appropriate public notice in accordance with this by-law, monthly Committee of the Whole shall be held as set out below. Should the meeting day fall on a Public Holiday, when this occurs the Committee shall meet at a time that is agreeable to Council ensuring the Council meeting will also move to the following day at the same hour.

**Second Tuesday of every month, except August, between 9:00 a.m. and 1:00 p.m.
(or as otherwise advertised)**

Committee of the Whole Meeting comprised of reports from the following Departments:

- Corporate Services & Finance (including any Human Resources items)
- Recreation & Culture
- Fire & Emergency Services
- Engineering & Infrastructure
- Development Services
- Economic Development & Tourism

10.11 Staff Reports – Process and Deadline

All staff reports shall be completed by staff in the format identified by the Clerk.

Should Council wish to submit a report for consideration, the member of Council will discuss the matter with the CAO, and if deemed necessary, by direction of the CAO to the applicable staff, it will be prepared and submitted by the applicable Department staff on behalf of the Councillor.

Staff reports shall be uploaded by the applicable Director by the deadline of 12 noon on the Thursday (2 weeks) prior to the Committee of the Whole meeting.

The CAO and Clerk will then approve final report versions (or otherwise reject) together with the applicable information, attachments, etc. to allow the information to be released to Council for viewing/printing. Recommendations contained in the reports shall form the basis of the Committee agenda.

10.12 Reports - Publicly Posted on City Portal

Committee of the Whole meeting open reports shall be attached to the Committee of the Whole agenda as appropriate.

10.13 Late Committee Reports

Should an urgent matter arise where a staff report requires to be presented to Committee for action and the deadline has passed, the following process shall apply:

- Approval of the CAO, or designate, is required before the report can be added to an agenda or introduced at the meeting;
- If approved, the report shall be forwarded by the Clerk or CAO to members of Council. If time does not permit for emailing the report, it shall be presented at the

applicable meeting with sufficient copies provided by the Department for Members of Council, CAO and Clerk;

- Late reports shall be posted to the Portal as soon as possible but only after Council has had an opportunity to review.

Part 11 – Other Committees of Council

11.1 Mayor – Ex-Officio Member – All Meetings

The Mayor shall be Ex-Officio of all Committees of the Council, shall not be counted for purposes of quorum but shall be entitled to attend, participate and vote.

11.2 Appointments of Committee Members

Committee appointments shall be made by resolution of Council at its Inaugural Meeting, or as required from time to time as vacancies arise.

11.3 Report Recommendations to Council

Directors with the responsibility of that area, or designate, or the CAO, shall present the report recommendations to Members at the Committee of the Whole meeting which items will then go forward to the Council Meetings for ratification whether supported or rejected.

11.4 Minutes

Minutes of the proceedings of various City Committee meetings shall be recorded and filed with the Clerk's office by an administrative appointed officer of the City and electronically circulated by that person to each Member of Council (through various minutes report), the Chief Administrative Officer and the respective Department Lead (including any staff requesting same). The Clerk's Department shall post Committee Minutes on the Portal and will be included in minute listings for Council resolution support.

11.5 Curfew – Motion

Should the Committee not be able to carry out its business during the allotted time set out in this by-law, it shall be necessary to order, by a unanimous vote of members present, for the meeting to continue.

11.6 Procedure - modifications

The rules governing the procedure of the Council and the conduct of its members shall be observed in Committee meetings with the necessary modifications.

11.7 Council may establish Advisory Committees from time to time

While Advisory Committees are not bound by the Closed Meeting rules in the Municipal Act, Council encourages that Advisory Committees meet in public and only meet in Closed Session as may be required from time to time.

When Council establishes an Advisory Committee it shall be done by resolution, and shall set both the mandate and the term of the Committee. Appointments to an Advisory Committee shall also be by way of resolution. Any Terms of Reference shall be established by by-law.

Part 12 - Confirmatory By-Law

12.1 Proceedings – all matters

The proceedings at every open and special meeting of Council shall be confirmed by by-law at

the regular meeting of Council to which it applies (in the case of a special meeting it will be so confirmed at the next regular Council Meeting). This action is required so that every decision of the Council at that meeting and every resolution adopted at such meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted. A confirmatory by-law, when introduced, shall be taken as having been read and shall be voted on without debate.

Part 13 - Procedures – Public Hearings of Council

13.1 Agenda

The Clerk, or designate, in accordance with the applicable Department, is to prepare the necessary agenda for the public meeting which could include but is not limited to a hearing for an Official Plan or Zoning By-law Amendment (which may be done at the Committee of the Whole level), requirements under the Notice By-law, the Rental Housing Protection Act or Municipal Licensing Appeals.

13.2 Timing of Meetings

Public meetings required to be held by Council in accordance with various legislation will be scheduled following regular meetings of Council or Committee of the Whole at a time to be determined, and held in Council Chambers, from time to time there may be more than one Public Meeting scheduled and the times are to be slotted accordingly by the Clerk, based on the same timetable; however these meetings should be scheduled in such a way as to not interfere with the holding of the regular Committee/Council meeting. Public Meetings as they relate under the Planning Act may be held prior to or following the Committee of the Whole regularly scheduled meeting, or Council if necessary.

13.3 Minutes

The Clerk, or designate is to record the date, time, place, reason for meeting, and persons in attendance, together with the following:

- Presiding Officer, to advise why public meeting is being held;
- Clerk to confirm sufficient notice was provided in the opinion of the Clerk;
- Presiding Officer to ask if anyone wishes to receive written notice of the adoption of the Bylaw(s) to leave name with Clerk;
- Presiding Officer to ask if anyone wishes to express any view on the amendment(s) or matter the matter;
- Report to be given describing amendment(s) or matter at hand;
- Presiding Officer to ask if anyone wishes to speak in favour or in opposition to the amendment(s) or matter;
- Presiding Officer to ask if there are any questions;
- Presiding Officer to declare public meeting closed.

Part 14 – Severability

14.1 Each and every one of the provisions of this By-law is severable and if any provision of this By-law should, for any reason, be declared invalid by any Court of competent jurisdiction, it is the intention Council that each and every one of the then remaining provisions of this By-law remain in full force and effect.

Part 15 – Enactment

15.1 Repeal & Effective Date

That upon enactment of this By-law which shall come into force and effect.

That By-law Number 138-2023, as amended, shall be repealed.

By-Law Read a First & Second Time this 22nd day of January, 2025

By-Law Read a Third & Final Time this 22nd day of January, 2025

The Corporation of the City of Kenora:-

Andrew Poirier, Mayor

Heather Pihulak, City Clerk

Appendix "A"

Section 239 - Municipal Act, S.O.2001, c.25 for permitted purposes to moving into Closed Meetings;

- ✓ The security of the property of the municipality or local board;
- ✓ Personal matters about an identifiable individual, including municipal or local board employees;
- ✓ A proposed or pending "acquisition" of land for municipal or local board purposes;
- ✓ For the disposition of land;
- ✓ Labour relations or employee negotiations;
- ✓ Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ✓ The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ✓ A matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- ✓ If the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act;
- ✓ Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- ✓ A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- ✓ A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- ✓ A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Section 239 (3.1) – Educational or Training Sessions

- ✓ A meeting of a council or local board or of a committee of either may be closed to the public if the following conditions are both satisfied:-
 1. The meeting is held for the purpose of educating or training the members.
 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Appendix 'B'

Declaration of a Pecuniary Interest

(To be completed by the Member and submitted to the Clerk at the same day meeting the pecuniary interest is being declared).

Date: _____

I, _____, am declaring direct or indirect pecuniary interest as it relates to Agenda Item number _____, regarding _____

1. My pecuniary interest is:

Direct _____ OR Indirect _____

2. Relates to:

Myself ___ My Spouse ___ My Child ___ A Parent ___

3. The nature of my interest is as follows:-

Print Name _____ Signature _____

Date Submitted to Clerk _____

*This declaration will form part of the Registry following the meeting in which it was declared.



January 10, 2024

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Greg Breen, Director, Engineering & Infrastructure

Re: 2025 Cemetery Rate Corrections

Recommendation:

That Council adopts the attached corrections to the bylaw 166-2024, effective January 1, 2025, the attached Schedule of Rates for the Lake of the Woods Cemetery; and further

That By-law Number 166-2024 be hereby repealed; and further

That three readings be given to a by-law for this purpose.

Background:

Revised 2025 Cemetery Rates were presented to Council during budget considerations in November 2024 and adopted by Council in December 2024. Following adoption, it was determined that some corrections to the rates and formatting were required.

The corrections are detailed in the attachment, but can be summarized as follows:

- Correction of Interment "Rights"
- Addition of "Surcharge" language for New Plots with Concrete Foundations
- Reverting the fee for Private columbarium to \$550.00 in accordance with Bylaw 9-2017
- Accidental removal of Double Columbarium opening/closing, with new rate of \$270.00
- Addition of Crypt opening/closing, with a rate of \$450.00
- Addition of Saturday Rate for Crypt opening and closing

Budget: N/A

Communication Plan/Notice By-law Requirements: City Clerk, Accounts Receivable, Cemeterian, public notice via renewal notices, Bereavement Authority of Ontario.

Strategic Plan or another Guiding Document:

Strategic Plan Focus Area 1 – Infrastructure and Environment

Goal 1.2 Ensure Well Maintained and Sustainably Financed City Infrastructure

The Corporation of the City of Kenora

By-law Number 166 - 2024

A By-law to Establish a Schedule of Rates to be used in Connection with the Lake of the Woods Cemetery

Whereas the Lake of the Woods Cemetery in the City of Kenora is owned by the Corporation of the City of Kenora; and

Whereas the Cemeteries Act, (Revised,) R.S.O. 1990, Chapter C-4, provides that an owner of a cemetery may make by-laws for regulating the operation of the cemetery;

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

1. That the attached Lake of the Woods Cemetery Schedule of Rates be hereby adopted.
2. That By-Law Number 35-2022, as amended, of the City of Kenora is hereby repealed.
3. That this By-Law shall come into force and be in effect upon its passing.

By-law read a First and Second Time this 17th day of December, 2024

By-law read a Third and Final Time this 17th day of December, 2024

The Corporation of the City of Kenora:-

Andrew Poirier, Mayor

Heather L. Pihulak, City Clerk

Lake of the Woods Cemetery – Schedule of Rates

Interment Rights Single Grave Cremated Remains Plot Family Columbarium Headstones (4 crypts) Columbarium One - Bottom 2 Rows - Middle 2 Rows - Top 3 Rows Columbarium Two - Bottom 2 Rows - Top 4 Rows Private Columbarium Crypt Plots - Single Plot - Double Plot New Plots with Concrete Foundation Surcharge	\$1,120.00 \$ 540.00 \$1,082.50 \$1,112.50 \$1,310.00 \$1,632.50 \$2,042.50 \$2,162.50 \$ \$550.00 \$2,207.50 \$4,415.00 \$ 300.00
Opening and Closing Rates Full Burial - Summer - Winter Cremated Remains Insert below Columbarium: Double Columbarium \$270.00 Double Cremated Remains Columbarium ← Insert below Double Columbarium: Late Working Charge / Hr. Crypt \$450.00 Saturday Rates (interment fee+) - Full Burial - Cremated Remains Under Saturday Rates (add): - Columbarium ← Crypt \$300 extra	\$ 902.50 \$1,142.50 \$ 540.00 \$ 812.50 \$ 180.00 \$ 150.00 \$ 600.00 extra \$ 300.00 extra \$ 300.00 extra
Disinterment Fees	2x Opening/ Closing Rate
Inscription Fee For Columbaria Only	\$ 842.50
Marker Care and Maintenance Flat Marker Upright Monument (to 4ft height or width) Upright Monument (over 4ft height or width)	\$ 100.00 \$ 200.00 \$ 400.00
Foundation Preparation Flat Marker Upright Monument (to 4ft height or width) Upright Monument (over 4ft height or width) Bench	\$ 90.00 \$ 120.00 \$ 240.00 \$ 165.00
Headstone Installation (By City) Flat Marker Upright Monument (to 4ft height or width) Upright Monument (over 4ft height or width)	\$ 60.00 \$ 120.00 \$ 180.00
Name Searches Per Individual Name	\$ 11.00
Miscellaneous Rates Rough Box – Handling Fee Vault – Handling Fee Administration Fee (per contract)	\$ 120.00 \$ 240.00 \$ 27.50

Cemetery Tours	
Regular Day Tours per person	\$3.25
Night Tours per person	\$5.50
School Tours	No Charge
Tours on Request	
- Regular Hours	\$55.00 +
- Per person	\$3.25
- Saturday or Evening Hours	\$110.00 +
- Per person	\$5.50

** All fees are subject to H.S.T. where applicable.

January 17, 2025

Housekeeping Report Council Briefing (direct to Council)

Agenda Item Title: Advocacy: Social and Economic Prosperity Review

Resolution for Council:

Whereas Municipalities provide the services that Ontarians rely on every day however the current provincial-municipal fiscal arrangements are damaging Ontario's economic prosperity and quality of life; and

Whereas nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

Whereas municipal revenues, such as property taxes, do not grow with the economy or inflation; and

Whereas unprecedented population and housing growth will require significant investments in municipal infrastructure; and

Whereas municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

Whereas inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

Whereas property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need; and

Whereas the province can, and should, invest more in the prosperity of communities as strong and sustainable municipalities mean safe, healthy, affordable and prosperous communities through investments in what Ontarians care about most such as housing, healthcare, cost of living and public safety; and

Whereas municipalities and the provincial government have a strong history of collaboration;

Therefore Be it Resolved That the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario (AMO) a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and further

That a copy of this motion be sent to the Premier of Ontario; Minister of Municipal Affairs and Housing; the Minister of Finance; and to the Association of Municipalities of Ontario.

Background Information:

The Association of Municipalities of Ontario (AMO) is calling on all municipalities to support the resolution calling on the provincial government to undertake a Social and Economic Prosperity Review.

Municipalities like ours provide essential services that people rely on every day, but the way we're funded is broken. Here's why:

- We're asked to do more with less.
- Property taxes can't keep up.
- Costs are rising while funding falls short.

The province continues to delegate more responsibilities to municipalities without enough funding to cover the costs. Unlike income or sales taxes, property taxes don't grow with the economy or inflation. They are based on fixed property values and don't automatically increase as economic conditions change. This leaves municipalities struggling to fund services, while families, seniors, and small businesses shoulder an unsustainable burden.

Our communities are being squeezed. Families and businesses are paying the price as we fight to maintain basic services. The system is broken, and it's time we fix it—property taxpayers can't keep carrying this weight alone.

The Association of Municipalities of Ontario (AMO) is calling on the province to sit down with municipalities to review this funding system and find fair solutions. This should include a joint review of revenues, costs and financial risks, as well as an analysis of Ontario's infrastructure investment and service delivery needs. The goal is to update the provincial-municipal fiscal relationship to support strong economic foundations, sustainable communities, and quality of life. The municipal fiscal sustainability challenge is urgent, province-wide, and central to Ontario's social and economic prosperity.

By passing this resolution, we're sending a clear message: enough is enough. It's time to fix this broken system and ensure fair funding for our communities. Supporting and sharing this resolution means advocating for a system that:

- Invests in what people care about—housing, public safety, and essential services.
- Reduces the burden on property taxpayers.
- Gives municipalities the tools to meet their communities' needs.

More than 150 municipalities have already joined this effort, and we have a chance to stand with them.

For more details, visit: <https://www.amo.on.ca/policy/social-and-economic-prosperity-review>

Budget: N/A

Risk Analysis: There is low risk associated with this report and is administrative in nature

Communication Plan/Notice By-law Requirements: circulation

Briefing By: Heather Pihulak, Director of Corporate Services

Bylaw Required: No

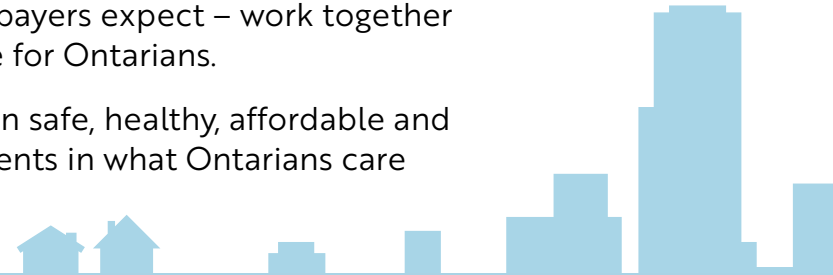
A Social and Economic Prosperity Review: Let's Build a Stronger Ontario



Municipalities provide the services that Ontarians rely on every day. The fiscal framework that enables municipalities to do this work is broken. Failing to fix this problem fails residents, small businesses, health and public safety partners, and major industries.

AMO calls on Premier Ford to do what taxpayers expect – work together with municipal governments to get it done for Ontarians.

Strong and sustainable municipalities mean safe, healthy, affordable and prosperous communities through investments in what Ontarians care about most, including:



Housing

Addressing housing affordability and supporting growth

Municipalities own and operate half a trillion dollars of public infrastructure. Over the next 10 years, they are planning for more than \$250 billion of capital expenditures – with around \$100 billion related to growth.



Healthcare

Shortchanging municipalities shortchanges healthcare

In 2022, municipalities across Ontario spent \$3.3 billion on health despite only receiving \$1.8 in provincial grants. When public health, long-term care, and ambulance funding don't keep pace with need, we see the impacts in hospitals across the province.



Cost of Living

Higher property taxes aren't the answer

Ontario has the second highest property taxes in Canada and they continued to rise in 2024 as municipalities dealt with inflation, growth, and issues like homelessness. Property taxpayers – including seniors on fixed incomes and struggling small businesses – simply cannot afford to pay for more.



Public Safety

Maintaining public safety is a top priority

Municipal resources fund police forces. The impacts of inadequate approaches to mental health, addictions and homelessness challenges put police resources under strain.



Ontario municipalities need a strong provincial partner to help us meet the challenge.

AMO continues to ask the provincial government to sit down with municipalities and work together on a social and economic prosperity review. This should include a joint review of revenues, costs and financial risks, as well as an analysis of Ontario's infrastructure investment and service delivery needs.



The goal is to update the provincial-municipal fiscal relationship to support strong economic foundations, sustainable communities, and quality of life. While these conversations are already happening in the media and at dinner tables, AMO's Memorandum of Understanding with the provincial government is the ideal framework for a formal collaboration where we can work together to achieve real results for Ontarians. The municipal fiscal sustainability challenge is urgent, province-wide, and central to Ontario's social and economic prosperity.

Join Ontario's municipalities in this important initiative.



Working together, we can build a better Ontario.



Housing



Healthcare



Cost of Living

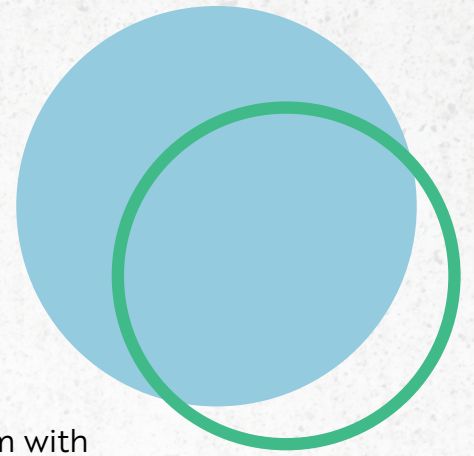


Public Safety

Social and Economic Prosperity Review



Association of
Municipalities
of Ontario



Executive Summary

Concern about the financial sustainability of municipal government in Ontario is nothing new. It's a systemic problem with a direct line to decisions made in the 1990s when the province downloaded a big portion of its budget deficit onto the shoulders of property taxpayers, including homeowners with fixed incomes and small businesses. In 2008, new arrangements bought some time for the province and municipalities, but time has now run out. The predictable consequences of the 1990s downloading, mixed with historic growth pressures and inflation, are playing out in municipal budgets across the province in 2024 and beyond.

These fiscal arrangements are not working for communities or the businesses and industries at the foundation of local economies. They are not working for property taxpayers during an affordability crisis. They are not working for the people experiencing homelessness, gridlock and declining infrastructure. They are not working for communities stepping up to prepare for the massive impacts of climate change. The province has recognized the unsustainable nature of current arrangements with its New Deal for Toronto. But these structural challenges extend well beyond Toronto's borders and impact every municipality – big and small – across the province.

That is why AMO wants to undertake a Social and Economic Prosperity Review. We are proposing a detailed and objective analysis of the current fiscal arrangements for services and infrastructure investment that is affordable for both orders of government and for taxpayers.

The current provincial government did not create this problem, but it has the resources and the wherewithal to solve it. People expect all orders of government to work together to tackle complex problems, make tough decisions and to provide the services people and businesses rely on. AMO is calling on the province to make this commitment in its 2024 Budget.

Ontario's municipalities are critical to economy and quality of life

A strong relationship between the Government of Ontario and its 444 municipal governments is the foundation for our collective prosperity. Municipal governments are a key partner in a resilient economy, investing revenues of almost \$65 billion in important public services and infrastructure each year. These investments in Ontario are equivalent to roughly one third of annual provincial spending.

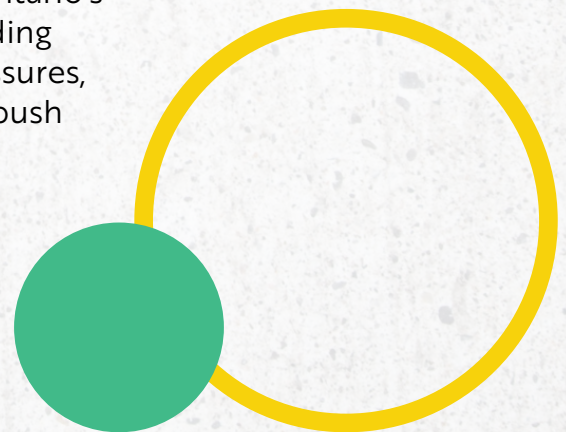
Ontario's municipalities own and operate nearly half a trillion dollars of infrastructure – more than both the provincial and federal governments – that is foundational to Ontario's economy and quality of life. Engaging in long-term processes to make the best possible decisions to manage these assets is a core municipal focus. Municipalities are constantly looking to the future to understand what infrastructure will be needed to support residents and the economy, and planning and investing to meet evolving needs.

Municipal governments provide critical services that Ontario's residents and businesses rely on most every day. They are responsible for land-use planning and development to build safe and complete communities with sound environmental management. They oversee important energy distribution and conservation activities that power communities. They fund the emergency services that keep residents and businesses safe.

As the level of government closest to the people, municipalities respond to increasing social pressures by delivering programs and services to support their residents at all ages and stages of life, including public health, long-term care, childcare and parks and recreation. These critical services drive inclusive growth and build the vibrant communities that make Ontario a great place to live, work and invest.

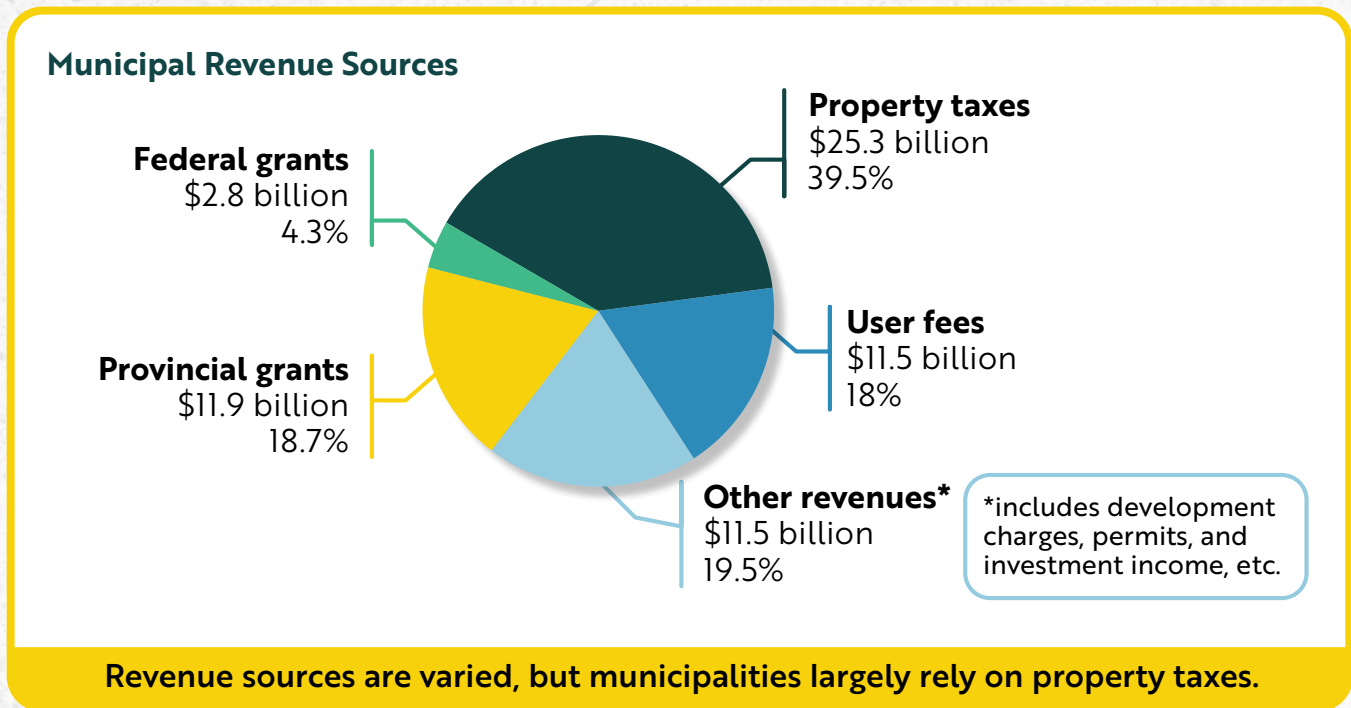
Ontario's municipal fiscal framework is failing residents, businesses and major industry

The fiscal framework that underpins municipalities' ability to deliver the infrastructure and services critical to Ontario's economic and social prosperity is broken. Long-standing structural problems have combined with growth pressures, economic factors, and provincial policy decisions to push municipalities to the brink.



Municipal revenues do not grow with the economy or inflation

Municipalities rely primarily on property taxes and user fees to generate the revenues needed to pay for important infrastructure and services.



Unlike income or sales taxes, property taxes don't grow with the economy or nominally with inflation. In 2022, annual average inflation was a historical 6.8%. While federal and provincial governments saw record revenue growth in 2022 driven by inflation and economic activity, municipalities were left to contend with the rising costs of labour, construction materials, and interest rates without a corresponding increase in revenues.

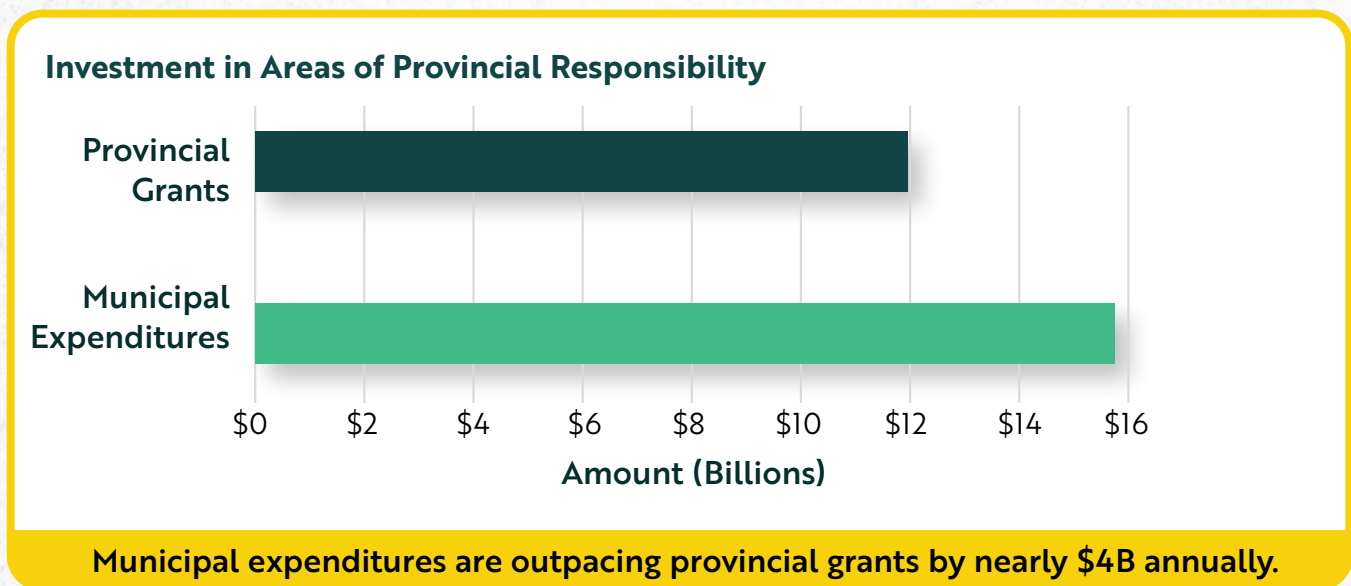
Most federal and provincial grants to municipalities don't grow with inflation either. Provincial funding for programs like the Ontario Municipal Partnership Fund (OMPF) help to support stronger, more resilient communities across Ontario. Since 2019, OMPF funding has remained stagnant at \$500 million a year and has not kept pace with inflationary pressures.

Municipalities subsidize the provincial treasury by almost \$4 billion a year

Almost one third of municipal annual expenditures pay for services that typically fall under provincial jurisdiction in other provinces.

Service	Municipal Expenditures (2022)
Housing	\$2.7 billion
Health services	\$3.3 billion
Social services	\$9.7 billion

Provincial contributions offset these costs – but only in part. As a result, in 2022, municipal expenditures in these areas outpaced provincial grants by \$3.8 billion *and growing*.



Municipal subsidies continue to accumulate. For example, communities in Ontario must cover 10% of hospital capital construction costs, and 100% of the costs of furniture, fixtures and equipment for new hospitals. AMO estimates that municipalities and property taxpayers are currently on the hook for more than \$400 million in hospital capital and equipment costs that should rightfully be funded by the provincial treasury.

Major investments from all orders of government are needed to fund unprecedented growth

Ontario's population is surging and will continue to grow as the federal government targets 500,000 new immigrants per year by 2025. To support this growth, municipalities are committed to doing everything they can to help the province's goal of building 1.5 million homes by 2031. This ambitious housing target depends on essential municipal infrastructure and the public investment to support it – from water systems to sewers, roads and transit systems, emergency service stations, waste management facilities, parks and community centres.

Municipalities across Ontario are working to plan what infrastructure is needed to support this growth and how to pay for it. Ontario's municipalities are planning for \$250 - \$290 billion in capital expenditures over the next decade – with around \$100 billion of that investment being connected to growth.

In the fall of 2022, Bill 23 fundamentally undermined municipal tools to finance growth, creating a \$1 billion annual hole in municipal balance sheets. In November 2022, the government committed to "keep municipalities whole" from the fiscal impacts of the bill. Unless fully offset, this will result in property tax increases, user fee hikes, and/or service reductions.

York Region's 2024 budget illustrates how growing needs and provincial policies are squeezing municipalities:

- **2024 Capital Budget: \$1 billion**
- **10-Year Capital Plan: \$11.6 billion**
- **Impact of Bill 23: \$700 million decrease in revenues over 10 years**
- **Impact of provincial housing targets: \$1.7 billion growth in 10-year capital plan to meet 60% of targets**
- **Unfunded capital to meet 100% of provincial housing targets: \$2.6 billion**

Growth is not the only infrastructure pressure that municipalities across the province face. In 2021, the Financial Accountability Office estimated that the cost to bring *existing* municipal assets to a state of good repair was approximately \$52 billion.¹ Municipalities have worked hard to make significant progress in the way that existing infrastructure assets are managed. The pressure to support growth cannot undermine the sound long-term management of existing assets.



¹Financial Accountability Office, Municipal Infrastructure (2021)

Municipalities can't – and shouldn't – fix Ontario's fraying social safety net on the backs of property taxpayers

Increasing demands on finances have not stopped municipalities from stepping up to address challenges as the government closest to the people. However, the financial tools available to municipalities were never intended to support income redistribution, resulting in growing unmet needs that are undermining Ontario's economic and social prosperity.

Homelessness has reached disastrous proportions in Ontario, with devastating impacts on people, communities, and businesses across the province. The challenge continues to grow in the face of skyrocketing food and shelter costs and a reluctance to reverse the policy choices of successive provincial governments over the past three decades that have contributed to the current crisis. Homelessness remains a challenge felt most by municipal governments, where municipalities are left to manage the symptoms of systemic challenges without the means to address root causes. This approach is both costly and ineffective.

While municipalities continue to spend approximately \$1 billion each year on community housing, there is existing – and growing – unmet needs for additional community housing stock. The Canadian Housing and Renewal Association recently determined that approximately 140,000 new deeply affordable units are needed in Ontario to approach the OECD average.² Investing in community housing is just that, an investment that pays returns in the form of economic productivity – but municipalities cannot do it alone.

Property tax is not an appropriate or sufficient revenue tool to generate funds for income redistribution programs such as social housing. Property taxpayers, including people on fixed incomes and struggling small businesses cannot afford to subsidize income redistribution for those most in need.

Demand outpaces housing options for our most vulnerable Ontarians. There are now nearly

1,400 encampments in municipalities across Ontario.

In the last five years, property taxpayers have seen a

200% increase in costs to support homelessness services in their communities.

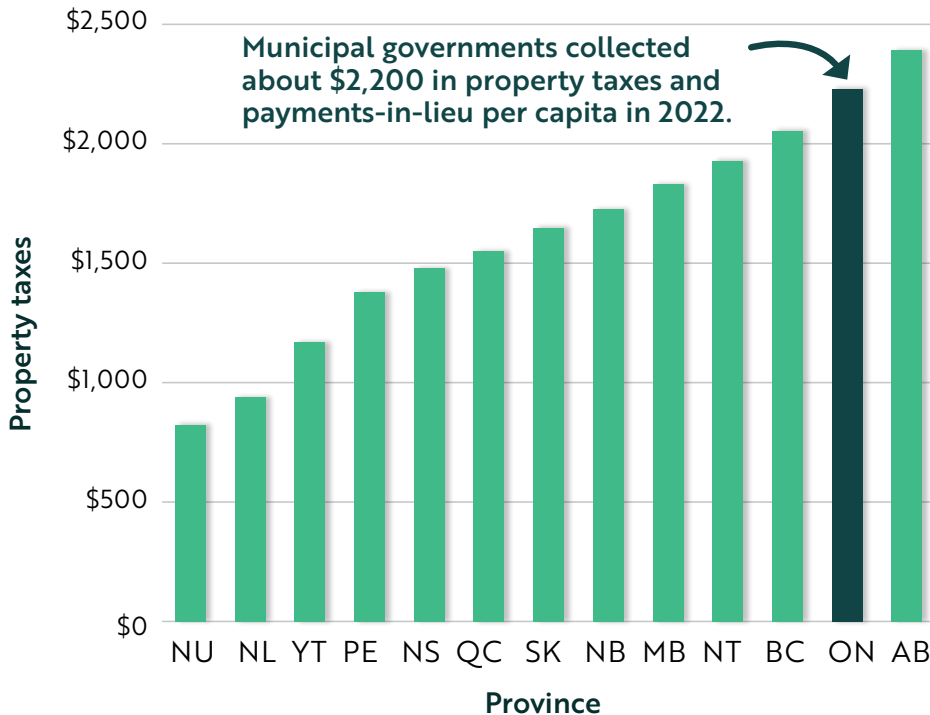


²The Impact of Community Housing on Productivity, Canadian Housing and Renewal Association (2023)

The time to update the provincial-municipal fiscal relationship is long overdue

As of 2022, property taxes in Ontario were already amongst the highest in the country at \$2,200 per capita.

Property Taxes Across Canada



Ontario's property tax rates already stand out amongst other provinces.

In 2024, many municipalities will be compelled to raise property taxes to address a “perfect storm” of factors – including inflation, interest rates, growth, ongoing subsidies to provincial responsibilities, and revenue gaps created by provincial policies. These increases will feed housing affordability challenges and will not be sufficient to put municipalities on a sustainable path.

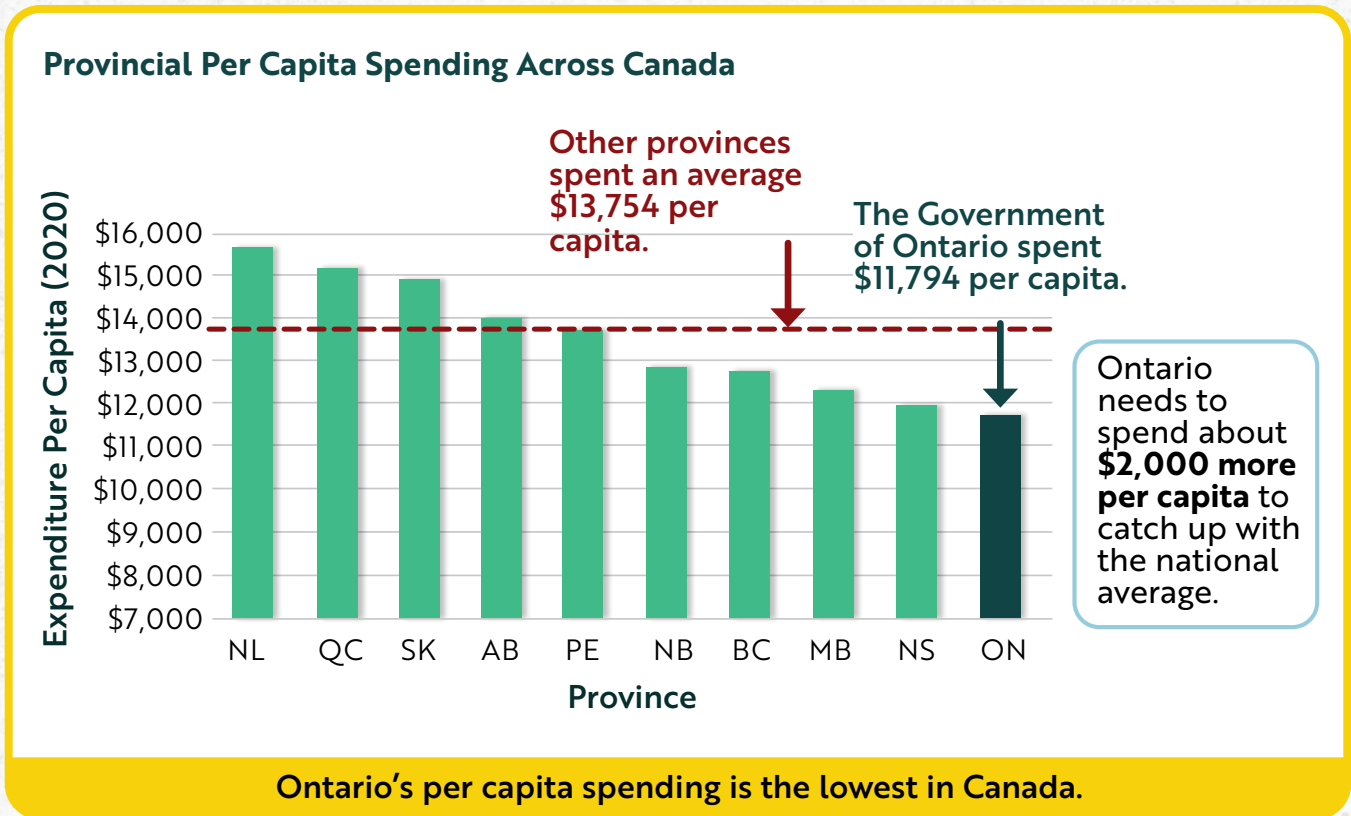
The province has suggested that municipalities are sitting on billions of dollars of reserve funds that can be exhausted to address pressures. The province knows this is false. Municipal reserves are mostly regulated by legislation and help ensure that municipalities can build and sustain critical infrastructure over the long term without significant fluctuations to property taxes. They are an important factor that enable municipalities to maintain overall fiscal health and access the limited borrowing that is allowable when appropriate. They cannot sustainably cover current commitments, new investments and ongoing fiscal needs.

The system is broken and needs to be fixed, or Ontario risks undermining the foundations of its prosperity.

The province can – and should – invest more in Ontario's prosperity.

Ontario has been under-investing in programs for years

Ontario's program spending is already the lowest in Canada at \$11,974 per capita. This is nearly \$2,000 lower than what other provinces are spending on average. In areas like post-secondary education, children and social services, and education – the foundations of economic competitiveness in a knowledge economy – the province's real per capita spending have all declined by over 10% since 2018.



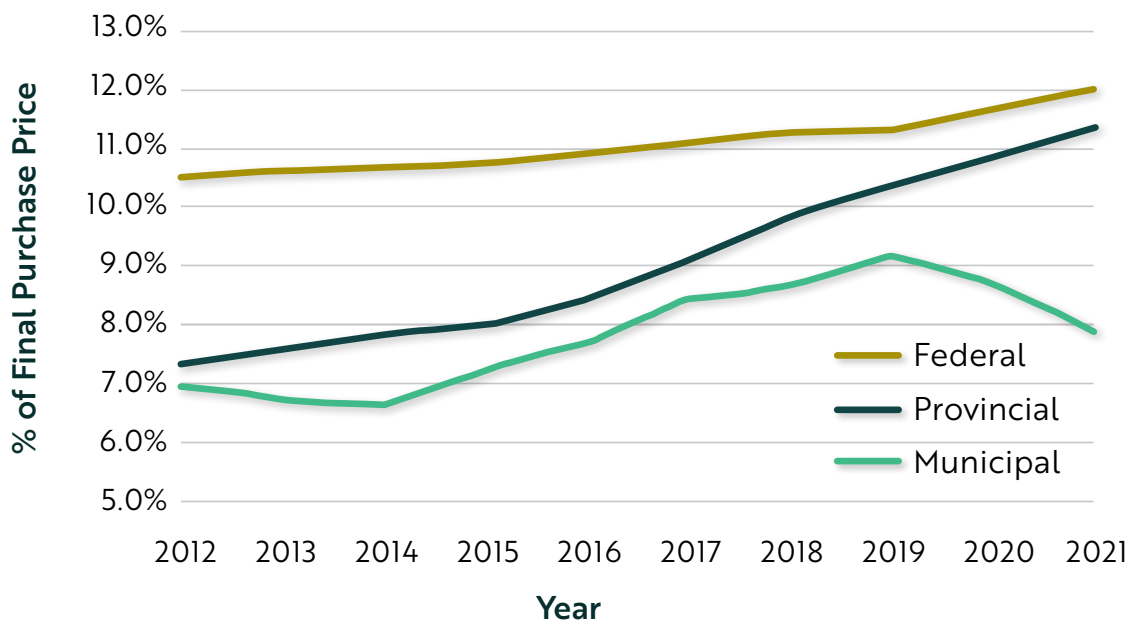
The 2021 Ontario Fall Economic Statement projected a 3% increase in year-over-year program expense growth. By contrast, Ontario's municipalities saw an 8% increase in operating expenses year-over-year over the same period, from 2021 to 2022.

Despite projected deficits, Ontario fiscal fundamentals remain strong

The Ontario government continues to maintain a strong fiscal position. For 2023-2024, the projected \$5.6 billion deficit includes a \$5.4 billion contingency fund and \$1 billion in reserves. According to the Canadian Centre for Policy Alternatives, deficit, debt-to-GDP ratios and the percent of revenues going towards interest payments are all at 10-year lows.³ Unlike municipalities, the province benefits from strong year-over-year revenue growth that grows with the economy.

The province continues to be a key beneficiary of housing market growth. For each new home built in Ontario, the federal and provincial governments take a share of 39% and 37% respectively of total taxes, compared to local governments' 24%.⁴ This includes the \$4.48 billion in provincial revenues from Land Transfer Taxes alone in 2022. As illustrated in the graph below, the provincial government's share of the purchase price of a new home has climbed steeply over the past 10 years – increasing by 55% compared to local governments' 13%.

Total Government Taxes in New Build Purchase Price



Municipalities in Ontario retain the lowest share of the total purchase price of a home.

³Canadian Centre for Policy Alternatives, Fall Update: Ontario's Projected Deficit is an Accounting Fiction (2023)

⁴Canadian Centre for Economic Analysis, An Uncomfortable Contradiction: Taxation of Ontario Housing (2023)

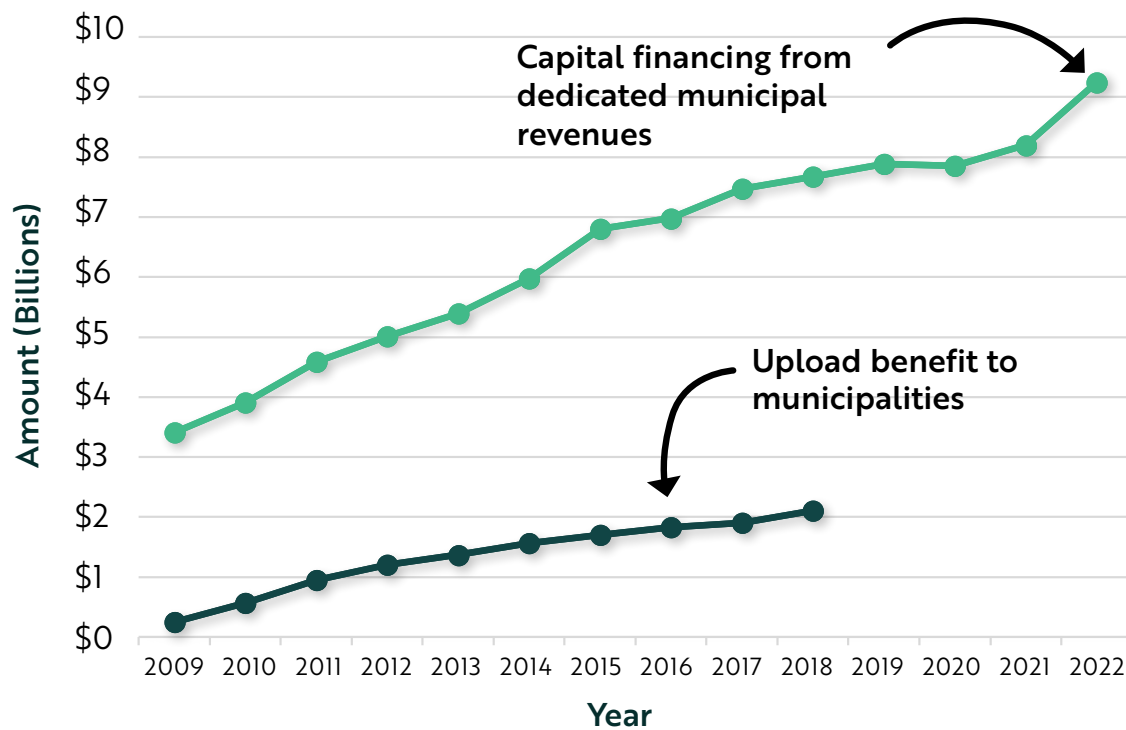
A Social and Economic Prosperity Review will put Ontario on a sustainable path

Ontario's provincial and municipal governments have a strong history of collaboration.

Municipalities and the provincial government have a strong history of working together to solve complex challenges and develop sound public policy. Throughout the COVID-19 pandemic, the provincial-municipal partnership saved lives and stabilized the provincial economy during unprecedented times.

In 2008, the province and municipalities listened and learned from one another as a part of the Provincial-Municipal Fiscal and Service Delivery Review to develop a shared vision to help rebalance roles, responsibilities and finances. Following the upload of \$2 billion in annual expenditures to the province, municipalities increased investments in infrastructure and put assets on a more sustainable path.

Municipal Investments in Infrastructure



Municipalities have invested upload savings into infrastructure.

A Social and Economic Prosperity Review

In October 2023, AMO asked the Premier, the Minister of Finance, and the Minister of Municipal Affairs and Housing to sit down with municipalities and work together on a social and economic prosperity review: a joint review of revenues, costs and financial risks and a detailed analysis of Ontario's infrastructure investment and service delivery needs.

This process would have the goal of updating the provincial-municipal fiscal relationship to support strong economic foundations, sustainable communities, and quality of life. It would be guided by the principles of:

- Fiscal sustainability for both orders of government
- Fairness and affordability for taxpayers and equity for communities
- Coordinated and timely infrastructure investment resilient to climate realities
- Increased housing supply and affordability
- Robust health and social services supporting increased economic participation
- Long term economic development and prosperity for Ontario and its communities
- Modern, effective and streamlined service delivery

The AMO vision would see provincial and municipal governments coming together to guide robust, joint analysis that considers evidence, balances different perspectives, and ultimately generates consensus on a path forward. AMO's Memorandum of Understanding with the provincial government provides an ideal framework under which this collaboration can occur.

AMO is calling on the provincial government to commit to this review as part of Budget 2024, with a view to developing a consensus report with recommendations by 2025. This review would build on the success of the Ontario-Toronto New Deal that recognized the unsustainability of current municipal-provincial relationships grounded in the downloading of the 1990s.

Conclusion

The municipal fiscal sustainability challenge is urgent, province-wide, and central to Ontario's ability to solve the housing and affordability crisis.

In the context of long-standing structural issues, current economic factors, and investments needed for growth, this conversation is overdue.

It will take leadership and resources from the province and municipalities to do this important work. But the benefits for sustainable communities, stronger economic foundations, and a better quality of life for all Ontarians are indisputable.

Join Ontario's municipalities in this important initiative. Working together, we can build a better Ontario.





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