



April 1, 2026

## City Council Committee Report

To: Mayor and Council

Fr: Heather Pihulak, Deputy CAO/City Clerk  
Janis Pochailo, Director of Planning and Building Services

Re: Amendment to the Public Notice By-law 160-2022

### Recommendation:

That Council authorizes an amendment to the City’s Public Notice By-law Number 160-2022 to include changes to Table “B” – Highways and Land Sale Procedures; and further

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

### Background:

The current by-law requires that notice be *“published in a newspaper once a week for three (3) successive weeks prior to the consideration”* of road related by-laws. The Municipal Act permits municipalities to determine what is reasonable notice for the road by-laws listed below.

Road Closures and Alterations are most associated with the sale of land, governed under Policy No. DS-4-1, or for municipal needs. The newspaper notices are costly (from \$500 to \$1000 per week), and they sometimes delay development projects.

For Official Plan and Zoning Amendment applications, the City uses a combination of direct mail to impacted property owners, posting in the newspaper for one (1) week and posting on the City website. Similarly, the Sale of Land Policy No. DS-4-1 requires direct notice to abutting property owners within 60m, posting in the newspaper for two (2) consecutive weeks, and posting on the City’s website.

It is therefore recommended that Table B of the Public Notice By-law be amended as follows to reduce the number of required newspaper publications from three (3) to one (1) and add the requirement for a direct mail notice to impacted property owners and publication on the City website:

**TABLE “B”**  
**SUBJECT MATTER                      SPECIAL STATUTORY REQUIREMENTS                      NOTICE METHOD**

Description	Statutory Reference		
<b>Delete:</b> <b>HIGHWAYS</b>			
Permanent Closure	s.34		4
Alteration	s. 9		4
Restricting Public Passage	s.35		4

Naming or Renaming			4
<b><u>PRIVATE ROADS</u></b> Naming and Changing Name	s.48	Public Notice Required	4
<b><u>Add:</u></b> <b><u>HIGHWAYS</u></b> Permanent Closure	s.34(1)	Direct Notice shall be given to the owners of properties directly impacted by the road closure	1, 5 & 9
Alteration	s. 9	Direct Notice shall be given to the owners of properties directly impacted by the road alteration	1, 5 & 9
Restricting Public Passage	s.35	Direct Notice shall be given to the owners of properties directly impacted by the proposed restrictions	1, 5 & 9
Naming and Changing Name	s.9	Direct Notice shall be given to the owners of properties directly impacted by a name change.	1, 5 & 9
<b><u>PRIVATE Roads</u></b> Naming and Changing Name	s.48	The Act requires Public Notice. Direct Notice shall be given to the owners of properties directly impacted by the	1, 5 & 9

**Budget:** The proposed amendment will have a positive impact on the Operating Budget by reducing advertising costs.

**Risk Analysis:** The proposed changes will increase public exposure by utilizing different mediums to provide notice. The proposed methods of providing notice are consistent with other planning applications reducing confusion and the potential for error.

**Communication Plan/Notice By-law Requirements:** Resolution & By-Law required.

**Strategic Plan or other Guiding Document:**

**City of Kenora Charting our Course 2027: 2022-2027 Strategic Plan**

Goal 4.1 Modernize City service provision to improve "customer" experiences  
4.1.3 Employ technology to enhance the "customer experience"