



**City of Kenora**  
**Committee of the Whole**  
**Minutes**  
**Tuesday, February 11, 2020**  
**9:00 a.m.**  
**City Hall Council Chambers**

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**Present:** Deputy Mayor - Councillor Rory McMillan  
Councillor Andrew Poirier  
Councillor Kirsi Ralko  
Councillor Sharon Smith  
Councillor Chris Van Wallegghem

**Regrets:** Mayor Daniel Reynard  
Councillor Mort Goss

**Staff:** Heather Pihulak, Manager of Administration/City Clerk, Jeff Hawley, Manager of Operations & Infrastructure/Acting CAO, Charlotte Edie, Manager of Finance/Treasurer, Jon Ranger, Deputy Treasurer, Bruce Graham, Risk Management/Loss Prevention Officer, Stace Gander, Manager of Community Services, Adam Smith, Development Services Manager

**A. Public Information Notices**

**As required under Notice By-law #144 -2007, the public is advised of Council's intention to adopt the following at its February 18, 2020 meeting:-**

- Amend the 2019 Capital Budget in the amount of \$9,906.20 and the 2020 Capital budget in the amount of \$3,816.00 for security renovations at City Hall
- Amend the 2020 Capital Budget in the amount of \$553,008.90 for the Kenora Sportsplex Mezzanine Renovations project that remains in progress
- Adopt a new Planning Act Application Fees By-law to give effect to the tariff of fees outlined in Schedule "A"
- Amend the Tariff of Fees and Charges By-Law to give effect to changes outlined in the revised Schedule "E" for the Planning Department
- Amend the 2020 Solid Waste Budget to withdraw funds from the Solid Waste Reserve in the amount of \$315,153 to offset the costs of these projects

**B. Declaration of Pecuniary Interest & the General Nature Thereof**

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

There were none.

## **C. Confirmation of Previous Committee Minutes**

### **Resolution #1 - Moved by Councillor A. Poirier, Seconded by S. Smith & Carried:**

That the Minutes from the last regular Committee of the Whole Meeting held January 14, 2020 and Special Committee of the Whole meetings held January 8, 13, and 24, 2020 be confirmed as written and filed.

## **D. Deputations/Presentations**

None

## **E. Reports:**

### **1. Administration & Finance**

#### **1.1 December 2019 Financial Statements**

##### **Recommendation:**

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at December 31, 2019.

#### **1.2 2019 Q4 Investments**

##### **Recommendation:**

That Council of the City of Kenora hereby accepts the 2019 fourth quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora investments.

#### **1.3 Investment Policy Statement & Municipal Client Questionnaire**

##### **Recommendation:**

That Council of the City of Kenora adopts the Investment Policy Statement, the Municipal Client Questionnaire, which provide a framework for a joint investment board to manage the City of Kenora's long-term investments under the Prudent Investor regime as required by Ontario Regulation 438/97.

**Discussion:** Charlotte outlined the process for Council and the steps to complete the process prior to June 1<sup>st</sup> when our investments will be moved. This is a good opportunity for the City.

#### **1.4 LOW District Stewardship Association Community Foundation Application**

##### **Recommendation:**

That the Council hereby supports the Lake of the Woods District Stewardship Association's (LOWDSA) request to name the City of Kenora as a sponsor in their application for funds up to \$10,000 through the Kenora & Lake of the Woods Regional Community Foundation to fund the continuation of the LakeSmart program.

#### **1.5 Ontario Regulation 284/09: 2020 Budget Matters**

##### **Recommendation:**

That Council hereby adopts the report dated January 31, 2020 related to 2020 budget matters by Resolution as required under the Municipal Act, 2001, Ontario Regulation 284/09.

#### **1.6 Endorsement of Health & Safety Policy Statements**

##### **Recommendation:**

That Council hereby approves and endorses the City's Health and Safety Policy Statement, the Workplace Violence Prevention Policy Statement, and the Workplace Harassment Policy Statement.

### **1.7 Health & Safety Policy Amendments**

#### **Recommendation:**

That Council hereby approves amendments to the following Health and Safety Policies – #HS-06 Health and Safety Responsibilities – Visitors; #HS-10 – Incident Reporting; #HS-11 – Hazards Reporting; and #HS-16 – Hot Work; and further

That Council hereby repeals #HS-15 – Confined Spaces; #HS-17 – Pre-start Reviews; #HS-31 – Training Needs Review; #HS-39 – Incident and Injury Investigations; #HS-43 – Workplace Inspections – Supervisors and Managers; #HS-45 – Pre-use Inspections; #HS-46 – Preventive Maintenance; and #HS-47 – Incident Investigation; and further

That all Health & Safety Policies form part of the City's Comprehensive Policy Manual under the new category Health and Safety; and further

That three readings be given to three bylaws for this purpose.

### **1.8 Human Resources Policy Amendments**

#### **Recommendation:**

That Council hereby approves a new #HR-2-06 Technology Usage Policy, a new #HR-2-21 Emergency Hours of Work Policy, and a new #HR-3-08 Employment Classification policy which will form part of the City of Kenora Comprehensive Policy Manual; and further

That Council hereby repeals Human Resources policies #HR-1-03 Hiring and Employment of Family Members, #HR-2-06 Personal Use of Office Equipment, #HR-2-09 Internet and Email, #HR-2-22 Procurement Use of City Supplied Cellphone; and further

That bylaw numbers 142-2010, 143-2010 be hereby repealed; and further

That three readings be given to a bylaw for this purpose.

## **2. Fire & Emergency Services**

### **No Reports**

## **3. Operations & Infrastructure**

### **3.1 Solid Waste Budget Amendment**

#### **Recommendation:**

That Council hereby approves an additional allocation of \$315,153 to be funded through the Solid Waste Reserve for two Capital Projects that were not completed in 2019; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2020 Solid Waste Budget at its February 18th, 2020 meeting to withdraw funds from the Solid Waste Reserve in the amount of \$315,153 to offset the costs of these projects; and further

That Council give three readings to a by-law to amend the 2020 Solid Waste budget for this purpose.

## 4. Community Services

### 4.1 Budget Amendment – City Hall Renovations

**Recommendation:**

That Council hereby approves a budget amendment for the City Hall Second Floor Security Partition Renovation project to be funded through Health and Safety Reserves (2019) in the amount of \$9,906.20 and Health and Safety Reserves (2020) in the amount of \$3,816.00 for a total budget amendment in the amount of \$13,722.20; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Capital Budget in the amount of \$9,906.20 and the 2020 Capital budget in the amount of \$3,816.00 at its February 18th, 2020 meeting for this purpose; and further

That Council give three readings to a by-law to amend the 2019 and 2020 capital budgets for this purpose.

### 4.2 Budget Amendment – Sportsplex Mezzanine Project

**Recommendation:**

That Council hereby approves a budget amendment in the amount of \$553,008.90 for the Kenora Sportsplex Mezzanine Renovations project related to the project that remains in progress; and further

That Council approve an additional budget amendment of \$2,621 related to costs for Architectural review and building permit to be taken from contingency reserves; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2020 Capital Budget at its February 18th, 2020 meeting for this purpose; and further

That Council give three readings to a by-law to amend the 2020 capital budget for this purpose.

### 4.3 Community Club Funding

**Recommendation:**

That Council of the City of Kenora receives the recommendation from the Parks and Facilities Division Lead, approving the grant amount of \$8,000.00 each to Rideout and Evergreen Community Clubs once they have successfully submitted the Grant Application documents; and further

That Council approves that the Central Community Club grant in the amount of \$8,000 to be held in reserve until such time as the Central Community Club becomes operational.

## 5. Development Services

### 5.1 Assumption of Roads & Lanes – Spence Street

**Recommendation:**

That Council assume and stop up certain roads and lanes on Plan M-35 being PIN 42168-0105, legally described as PCL 299 Sec DFK; Spence Street Plan M35; Kenora and assume them as public highways for municipal purposes; and further

That by owning and assuming the roads/lanes/highways, the City of Kenora is not bound to

develop or maintain any road/lane/highway which is not already open and maintained by the City of Kenora; and further

That three readings be given to a bylaw to execute documents in connecting with assuming and stopping up of the hereinbefore mentioned lands; and further

That the Mayor and Clerk be authorized to execute this agreement.

## **5.2 Building Officials Code of Conduct**

### **Recommendation:**

That Council hereby approves a new Building Officials Code of Conduct Policy #DS-8-1 which will form part of the City's Comprehensive Policy Manual; and further

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

## **5.3 MTCU Ontario Job Creation Partnership Application – CSWP Coordinator**

### **Recommendation:**

That Council of the City of Kenora hereby directs administration to apply to the Ministry of Training, Colleges and Universities, Ontario Job Creation Partnership Program for temporary staffing and funding in support of the re-developed Community Safety and Well-Being Plan.

## **5.4 Job Action Centre Funding Application**

### **Recommendation:**

That Council of the City of Kenora hereby directs administration to apply as the lead applicant to the Ministry of Training, Colleges and Universities, Adjustment Advisory Program for temporary staffing and funding in support of the Kenora Forest Products displaced mill workers to create a temporary Action Centre; and further

That Council authorizes the City Clerk to execute all documents related to the establishment of the Action Centre and funding application.

## **5.5 Open & Establish Worona Road as Public Highway**

### **Recommendation:**

That Council hereby authorizes a by-law to open and establish Worona Road as a public highway to formalize jurisdiction and control of an existing condition; and further

That the consent of the Minister of Transportation to such opening is required pursuant to Subsection 24(3) of the Public Transportation and Highway Improvement Act R.S.O. 1990, c. 50; and further

That Council gives three readings to a bylaw to open up and establish the a public highways of The Corporation of the City of Kenora, bearing the name "Worona Road", legally described as PART BROKEN LOT 12 CONSESSION 4 MELICK BEING PART 3 PLAN 23R14681; CITY OF KENORA; BEING ALL OF THE PIN 42136-0777(LT).

## **5.6 Planning Act Application Fees**

### **Recommendation:**

That Council hereby authorizes a new Planning Act Application Fees By-law, which establishes a tariff of fees for applications made in respect of planning matters; and further

That Council gives three readings to a bylaw to adopt a new Planning Act Application Fees By-

law, which establishes a tariff of fees for Applications made in respect of planning matters; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Planning Act Application Fees By-law at its February 18, 2020 meeting to give effect to the tariff of fees outlined in Schedule "A"; and further

That Council hereby approves the new title in 'Schedule E' of the City's Tariff of Fees and Charges Bylaw as listed in Section 1 of the said By-law effective February 18, 2020; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its February 18, 2020 meeting to give effect to these changes outlined in the revised Schedule "E"; and further

That By-law Number 9-2020 be hereby repealed.

**Discussion:** Council requested that we remove the portion pertaining to Merchandise Display Permit of \$50.00 which allows business owners to display their products and decorative components (Planters, Pots etc.). This can be brought back to Council in the future if it becomes a concern for administration.

## **5.7 RED Application – Business Retention & Expansion Project**

### **Recommendation:**

That through the Rural Economic Development (RED) program— Economic Diversification and Competitiveness Stream, municipalities may submit a project application and have up to 50% of eligible project costs to a maximum of \$150,000; and further

That Council directs staff to apply for funding under the RED Program to proceed with a Business Retention and Expansion (BR&E) Project.

## **F. Proclamations**

Deputy Mayor McMillan then read the following proclamations:

- Week of Action Against Poverty – February 9-15, 2020

## **G. Other**

- Councillor Poirier presented on behalf of the municipality to the Provincial Minister of Finance on pre-budget consultations. There was a common theme with many of the discussions and presentations. It was well attended and a great opportunity for the municipality and other groups. Councillor Poirier commended the Minister for coming to the area and listening to the community concerns.
- Councillor Smith was also pleased to present at that meeting on behalf of the NWHU. Minister Phillips was very engaged during the presentations and he noted at the end of the session that the majority of the presenters stayed and listened to all of the presentations and it demonstrates how engaged everyone is here in Kenora about their community. Getting an Ontario Health Team designation here in Kenora was driven by the fact that there are strong partnerships here and we in Northwestern Ontario. We have grassroots leadership who are working together to solve our social challenges.

- Councillor Van Walleghem referenced the increase in winter tourism including the community clubs, Sportsplex, Mount Evergreen, Rabbit Lake skating trails and the speedway.

## **H. Next Meeting**

- Tuesday, March 10, 2020

## **I. Close Meeting**

Meeting adjourned at 9:45 a.m.