



Date 3 February 2011

City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Karen Brown

Re: HTCC Terms of Reference and Membership

Recommendation:

That Council hereby approves the amended Terms of Reference for the Harbourtown Centre Committee; and

That Council hereby gives three readings to a by-law for this purpose; and further

That Council hereby appoints the following individuals to the Harbourtown Centre Committee with a term at the pleasure of Council, but not to extend beyond November 30, 2014:

- Councillor Ron Lunny
- Councillor Sharon Smith
- Councillor Rod McKay, Alternate
- Bill Richards, Kenora Business Rep
- John Berringer, Kenora Business Rep
- Marc Bissonnette, Kenora Business Rep
- Gayle Spicer, Kenora Business Rep
- Keric Funk, Kenora Improvement Area (BIA)
- Andy Scribilo, Chamber of Commerce
- Buck Matiowski, Kenora Assembly of Resources
- Janet Alcock, Kenora Shoppers Mall
- Ralph Page, Making Kenora Home
- Karen Brown, City Staff Resource
- Tara Rickaby, City Staff Resource
- Cst. Dave Cain, OPP Staff Resource

Background – Terms of Reference:

At the Harbourtown Centre Committee (HTCC) meeting held on Thursday, February 3rd, the Terms of Reference for this Committee were reviewed. A number of changes are being recommended as a result of this review, including:

- Clarifying that the scope of the HTCC relates to making recommendations to Council, and not actually managing or providing direction on planning and development matters.
- Clean up of the Committee Membership section, including amended staffing positions for the City. In addition, the CP Rail had sent notice to the HTCC that it would no longer be able to participate at the table. The terms of reference have been updated to eliminate the CP Rail position, and increase the downtown business community representation from three to four members to maintain the same number of members at the table.
- Clarification (under Section 7.0) of the term of the appointment of members, as well as which members are required to make application to the City for appointment versus which are appointed by their respective organizations.
- Clarification of Council's ability to amend the HTCC terms of reference at any time, as opposed to strictly subsequent to the election of a new Council.

A copy of the amended terms of reference, with changes tracked, has been attached for your reference.

Background – Committee Membership:

While some initial appointments were made, the City has yet to make the final appointments to the HTCC, pending advice from the HTCC as to its membership. In response to the City's advertising for three representatives for the downtown business community, the City received three applications, namely: Bill Richards; John Berringer and Marc Bissonnette. Unfortunately, it would appear that there was a bit of misunderstanding at the HTCC level as to whether the business representatives were required to make application to be reappointed to the HTCC for this new term. This has now been clearly discussed at the HTCC level, and the terms of reference updated to clarify this. The City has, as a result, received a late application from Gayle Spicer, who sat on the HTCC during the past term.

Generally, the fourth application would result in Council being required to choose three appointees for the HTCC. Coincidentally, however, the HTCC received notice from CP Rail that they would no longer be able to participate on this committee. As a result, it is being recommended that the terms of reference be amended to change the CP Rail appointment to a fourth business representative appointment.

The Lake of the Woods Development Commission Tourism Committee has yet to appoint their representative to the HTCC. This matter will need to be addressed at a subsequent Council meeting.

Budget:

n/a

Communication Plan/Notice By-law Requirements:

The Harbourtown Centre Committee and members will be advised of the appointments. A copy of the draft terms of reference has been shared with that Committee. The final terms of reference will also be distributed to that Committee once approved by Council.