

THE CORPORATION OF THE CITY OF KENORA

BY-LAW NUMBER 82 - 2008

A BY-LAW TO ESTABLISH TERMS OF REFERENCE FOR THE CITY OF KENORA HARBOURTOWN CENTRE COMMITTEE

WHEREAS Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

WHEREAS the City of Kenora Harbourtown Centre Committee has been established to manage a wide range of planning and development matters that fall within these spheres of jurisdiction; and

WHEREAS the Council of the City of Kenora established the Harbourtown Centre Committee to plan and implement tasks and activities concerning the immediate downtown, harbourfront and surrounding areas in order to provide increased public involvement pertaining to urban and downtown issues of the City of Kenora; and

WHEREAS the primary focus of its activities will be in the areas of: property/security, general cleanliness, physical planning (infrastructure), marketing and promotion, traffic/parking, and an enhanced role in socio-economic issues;

NOW THEREFORE the Council of the Corporation of the City of Kenora hereby enacts as follows:-

1.0 PURPOSE:

That a Kenora Harbourtown Centre Committee for the City of Kenora is hereby established.

2.0 ROLE OF THE COMMITTEE

The role of the City of Kenora Harbourtown Centre Committee is to provide advice and direction to City Council on a wide range of planning and development matters as they affect the downtown core of the City of Kenora, and from time to time, from areas of the City outside the downtown core as the Committee may deem to be important. Generally, the role of the Committee will be to plan and implement tasks and activities in the following areas:

- ***Coordination of Planning/Economic Development, Operations, Parks, Tourism, Special Events Programs and Services***
- ***Property Security and Safer Streets***
- ***Downtown Re-vitalization: the Big Spruce***
- ***Downtown Appearance and Cleanliness***
- ***Socio-economic Issues of the Homeless***
- ***Vandalism and Vagrancy***

The Harbourtown Centre Committee will adopt a workplan on an annual basis, setting out the scope of tasks and activities to be undertaken during the course of the year. The

workplan shall be utilized to monitor the progress of the Committee, and be used for reporting purposes to the City of Kenora Council.

3.0 COMMITTEE MEMBERSHIP

The Harbourtown Centre Committee shall consist of two members of Council as appointed by the Council of the City of Kenora. City of Kenora staff will act as resource to the Committee in all matters relating the administration of the activities of the Committee. Membership on the committee will be comprised of:

- Two (2) members of the City of Kenora Council plus an alternate
- Three (3) representatives of the downtown business community
- One (1) representative of Kenora Improvement Area (BIA)
- One (1) representative of the Chamber of Commerce
- One (1) Special Events Coordinator – Kenora Assembly of Resources
- One (1) representative from CP Rail
- One (1) representative from the Kenora Shoppers' Mall
- One (1) representative from Making Kenora Home
- One (1) representative from LOW Development Commission - Tourism
- Chief Administrative Officer – Resource Staff - City of Kenora
- City Planner – Resource Staff - City of Kenora
- Kenora Police Services – Resource Staff City of Kenora

4.0 CHAIR

The Committee shall elect a chairperson from its members at the first meeting of each year and hold the office for one year. In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.

5.0 MEETINGS AND ADMINISTRATION

Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee.

Members of the HTC should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the Chairman will result in the termination of membership from the committee.

The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the Chairman in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

At any meetings of the said Harbourtown Centre Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business.

6.0 COMMUNICATIONS AND ADDITIONAL RESOURCES

The Chairman of the Committee shall be key contact and spokesperson for the Committee, as well as reporting the work of the Committee back to the City of Kenora Council.

7.0 TERM OF COMMITTEE

The term for membership on the Committee shall be concurrent with the term of Council. Members shall be appointed by Council, and Council may replace members on the Committee at any time. Council may be requested to amend the Terms of Reference for the Committee at any time, or they may be amended subsequent to the election of a new Council.

THAT this by-law shall take effect and come into force upon third and final reading, and;

THAT By-Laws 96-2006 and 87-2007 are hereby rescinded.

BY-LAW READ A FIRST & SECOND TIME THIS 16 day of June, 2008

BY-LAW READ A THIRD & FINAL TIME THIS 16 day of June, 2008

THE CORPORATION OF THE CITY OF KENORA:

.....**Leonard P. Compton, MAYOR**

.....**Joanne L. McMillin, CLERK**