



# City of Kenora Committee of the Whole Agenda

Monday, March 12, 2012

3:30 p.m. to 6:30 p.m.

City Hall Council Chambers

## 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 March 19 meeting:-

- The reallocation of \$9,202.58 from the Equipment Reserve Fund for the purchase of a snow gate for the City grader;
- An appropriation of funds through the Contingency Reserve in the amount of \$49,898.00, representing the difference between the original estimated reserve available for LOWDC use in 2011, and the actual amount available.

## 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.

## C. Motion for Confirmation of Previous Committee Minutes:

That the Minutes from the following meetings be confirmed as written and filed:

- February 6, 2012 – Committee of the Whole
  - February 7, 2012 - Budget Committee
- February 21, 2012 – Special Committee of the Whole

## D. Deputations:

N/A

## E. Reports:

## Community & Protective Services

Councillor Drinkwater - Chair

Item Subject

Disposition

1. Fire Investigation Protocol Memorandum of Understanding .....

### Recommendation:

That Council of the City of Kenora repeals By-law #165-2005 as it no longer is relevant to the needs and circumstances of the City of Kenora and its Fire and Emergency Services division.

2. Municipal Alcohol Policy .....

### Recommendation:

That Council hereby authorizes an amended City of Kenora Municipal Alcohol Policy – Policy #CS-01-01; and further

That the appropriate By-law be approved for this purpose.

**3. Revised Staffing Model for Lake of the Woods Museum** .....

**Recommendation:**

That Council of the City of Kenora hereby approves the job description for the Museum Community Coordinator; and

That Council approves the Museum Director to proceed in cooperation with the Human Resources Manager to fill the position of Museum Community Coordinator according to the Lake of the Woods Museum Hiring Policy; and further

That any related costs fall within the approved Museum Operating Budget.

**4. Safe Grad – 2012** .....

**Recommendation:**

That Council of the City of Kenora supports the work of the Kenora Safe Grad Committee towards an all-inclusive, drug/alcohol free, safe celebration of graduation from high school; and further

That a grant in the amount for \$3,000.00 be authorized for the use of the Kenora Recreation Centre for this purpose.

**5. Youth Council – Revised Terms of Reference** .....

**Recommendation:**

That Council gives three readings to a by-law to authorize a revised Terms of Reference for the City of Kenora Youth Council to reflect a change in the voting make-up of the Members and to amend any other applicable sections that may be affected by such change; and further

That By-law Number 121-2011 be and is hereby repealed.

**Corporate Services**

**Councillor McMillan, Chair**

Item	Subject	Disposition
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**1. Accessibility Committee Appointment** .....

**Recommendation:**

That Council hereby appoints Fred de Wind to the Accessibility Advisory Committee with a term to expire November 30, 2012.

**2. Accessibility Committee – Terms of Reference** .....

**Recommendation:**

That Council hereby amends the Terms of Reference contained in the City of Kenora Accessibility Plan for the Accessibility Advisory Committee to provide for the appointment of two rather than one Member of Councillor under the Committee Structure for stakeholder representation; and

That Councillor Rod McKay be and is hereby appointed to the Accessibility Advisory Committee with a term to expire November 30, 2014; and further

That Council give three readings to a by-law to adopt the City of Kenora Accessibility Plan.

**3. Attendances at F.C.M. Annual Conference – Saskatoon** .....

**Recommendation:**

That authorization is hereby given for the following Members of Council to attend the 2012 Annual Conference of the Federation of Canadian Municipalities (FCM), taking place in Saskatoon, SK, May 31 to June 4, 2012:-

And further that all eligible expenses in accordance with Council’s Travel & Per Diem Policy be hereby authorized.

**4. Amended Health and Safety Policy Manual** .....

**Recommendation:**

That Council hereby approves the following City of Kenora amended Health and Safety Policies: HS-02, HS-03, HS-06, HS-10, HS-12, HS-15, HS-16, HS-18, HS-19, HS-43, and HS-55 as included in the Folder “CS Amended Health and Safety Policies”, and further

That Council hereby gives approval to the City of Kenora Health and Safety Policy Manual in its entirety.

**5. Leading with Sustainability Workshop - Kenora** .....

**Recommendation:**

That authorization be hereby given for Councillors Roussin, Lunny, McKay, McMillan and Smith to attend the 2012 Leading with Sustainability: Looking Beyond the Environment Pillar Workshop taking place Wednesday, April 25, 2012 at the Best Western Lakeside Inn; and further

That all eligible expenses in accordance with Council’s Travel and Per Diem Policy be and are hereby authorized.

**6. Attendances at N.O.M.A. Annual Conference – Kenora** .....

**Recommendation:**

That authorization be hereby given for Mayor Canfield and Members of Council to attend the 2012 Annual General Meeting & Conference of the Northwestern Ontario Municipal Association (NOMA) taking place April 25 to 27, 2012 in Kenora at the Best Western Lakeside Inn & Conference Centre; and further

That all eligible expenses in accordance with Council’s Travel & Per Diem policy be hereby authorized.

**7. P.O.A. – Write-offs** .....

**Recommendation:**

That Council of the City of Kenora approve the write off receivables list from the Provincial Offences department for the period of January 1, 2005 to December 31, 2005 in the amount of \$94,563.74.

**8. O.H.S.A. – City Policy Statement Review** .....

**Recommendation:**

That Council review and approve the following documents:-

The City of Kenora Health and Safety Policy Statement;  
The City of Kenora Workplace Violence Prevention Policy; and  
The City of Kenora Workplace Harassment Policy; and further

That all documents be signed and dated by the Mayor and the CAO.

**9. Professional Development Seminar** .....

**Recommendation:**

That the following Members of Council be hereby authorized to attend the March 10, 2012 Professional Development Seminar of the Professional Engineers of Ontario taking place at the Best Western Lakeside Inn in Kenora:-

And further that all eligible expenses in accordance with Council’s Travel & Per Diem Policy be hereby authorized.

**10. Various Committee Minutes** .....

**Recommendation:**

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- January 4- Harbourn Centre Committee
- January 31 – Planning Advisory Committee
- February 6– Committee of the Whole
- February 7 – Property & Planning Committee
- February 7 – Kenora Urban Trails Committee
- February 21 – Lake of the Woods Museum Board

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

- January 20 - Northwestern Health Unit
- January 27 – District of Kenora Home for the Aged
- December 13, 2011 & February 2 – Kenora Public Library Board

That these Minutes be circulated and ordered filed.

**11. Recommendations from the Water Quality Forum** .....

(Requested by Councillor Lunny; information to follow).

## Economic Development

Councillor Smith - Chair

Item	Subject	Disposition
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**1. OTMPC – Winter Carnival Funding Agreement** .....

**Recommendation:**

That Council of the City of Kenora gives three readings to a by-law to authorize the entering into of a funding agreement with Her Majesty the Queen in Right of Ontario, as represented by the Ontario Tourism Marketing Partnership Corporation (OTMPC) for \$5,000 of funding for the marketing of the Kenora Winter Carnival in Winnipeg.

**2. LOWDC – Amendment to MOU** .....

**Recommendation....to follow**

# Finance

## Councillor Lunny - Chair

**Item Subject**

**Disposition**

**1. Annual Council Remuneration Reports** .....

**Recommendation:**

That Council receive the reports prepared by Charlotte Edie, Treasurer dated February 7, 2011 as required under Section 284 of The Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #6-2012.

**2. Harbourfront Tent Debenture** .....

**Recommendation:**

That Council approve a By-law for the issuance of long term debt financing in the amount of \$746,441.09 effective December 31, 2011 to finance the net municipal costs related to the Harbourfront Tent Project, budgeted to be financed through a \$800,000 subsidy from the Northern Ontario Heritage Fund, \$50,000 from the Harbourtown Biz, a \$5,000 donation and the issuance of long term debt.

**3. Interest on Property Tax Arrears** .....

**Recommendation:**

That the request to lower the existing penalty/interest rate of 1.25% per month on unpaid taxes be denied.

**4. Keewatin Summer Splash** .....

**Recommendation:**

That Council hereby supports the Keewatin Homecoming/Heritage Committee's request to name the City of Kenora as a sponsor in their application for funds from the Lake of the Woods Regional Community Foundation for Keewatin Summer Splash 2012.

**5. Lake of the Woods Development Commission Deficit** .....

**Recommendation:**

That Council hereby approves a onetime funding allocation to the Lake of the Woods Development Commission (LOWDC) for 2011 in the amount of \$49,898, representing the difference between the original estimated reserve available for LOWDC use in 2011, and the actual amount available; and

That this funding be conditional on the understanding that any future surpluses anticipated from LOWDC net operations would not be available to be accessed until after the City's and LOWDC year end operating results have been finalized through an external audit; and

That this allocation be funded through an appropriation from the City's Contingency Reserve; and

That in accordance with Notice By-law #144-2007, notice is hereby given that Council intends to amend its 2011 Operating Budget at its March 19<sup>th</sup>, 2012 Council Meeting; and further

That the appropriate by-law be passed for this purpose.

**6. Non-Union Salary Grid** .....

**Recommendation:**

That Council hereby approves an economic adjustment of 2.75% to the City’s Non-Union pay grid effective 1 January 2012; and further

That Council hereby approves grid movement for non-union staff in 2012 in accordance with the provisions as set out in City policy HR-3-1.

**7. Procurement Policy** .....

**Recommendation:**

That Council hereby approves the amended City Procurement Policy; and further

That the appropriate by-law be passed for this purpose.

**Operations Committee**

**Councillor McKay - Chair**

Item	Subject	Disposition
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**1. Kenora Water System Summary Report - 2011** .....

**Recommendation:**

That Council of the City of Kenora hereby receives the 2011 Kenora Water System Summary Report, as prepared by Warren Ortlieb, Water and Sewer Supervisor, for the period of January 1<sup>st</sup>, 2011 to December 31<sup>st</sup>, 2011.

**2. 2012 Urban Street & Highway Line Marking Tender** .....

**Recommendation:**

That the following tenders for the 2012 Urban Street and Highway Line Marking tender, be received:

	Line Marking	Hr Rate	Bike Symbols
Rite-Way Decorators Ltd	\$ 96,100.00	\$75.00	\$ 80.00
North-West Lines	\$ 92,225.00	\$75.00	\$125.00; and further

That the quotation submitted by North-West Lines in the amount \$92,225.00 (plus HST) with an hourly rate of \$75.00 (plus HST) for extra work and a rate of \$125.00 (plus HST) per unit for Bicycle Symbols, be hereby accepted.

**3. Amendment to Comprehensive Docks By-law** .....

**Recommendation:**

That Council give three readings to a by-law to amend By-law Number 100-2011 being a by-law to regulate the use of municipal docks and anchorages within the City of Kenora; and further

That Council give three readings to a by-law to approve an amended Parking Meter Permit Policy.

**4. Coney Island Shuttle Service – 2012 Season** .....

**Recommendation:**

That Council give three readings to a by-law to authorize an contract extension between the City of Kenora and Kenora Marine Transportation Services to provide the Coney Island Shuttle Service for the 2012 season; and

That approval be given to reduce the amount of the municipal grant from \$5,000 to \$2,500 for the Coney Shuttle Service 2012 season, with a review to take place of the 2012 season to determine the funding requirements for the 2013 season; and further

That the Mayor and Clerk be authorized to execute the agreement on behalf of the City of Kenora and Kenora Marine Transportation Services.

**5. Grader Snow Gate Purchase** .....

**Recommendation:**

That an additional budget request in the amount of \$9,202.58 be hereby approved for the purchase of a snow gate for the City grader; and

That Council hereby authorizes the additional request to be funded through the reallocation of \$9,202.58 from the Equipment Reserve Fund; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2012 Capital Budget at its March 19, 2012 meeting; and further

That Council hereby gives three readings to a by-law for this purpose.

**6. Lease with Hing's – Chipman Street Lot** .....

**Recommendation:**

That Council give three readings to a by-law to authorize the execution of a three year lease agreement with 446562 Ontario Ltd. effective January 1, 2012 to December 31, 2014 for municipal property located in the Chipman Street Parking Lot.

**7. Water Systems Month Summary – January, 2012** .....

**Recommendation:**

That Council of the City of Kenora hereby accepts the Kenora Water Systems Monthly Summary Report, as prepared by Warren Ortlieb, Water and Sewer Supervisor and Jim Campbell, WTP Operator, for the month of January, 2012.

**Next Meeting:**

- Tuesday, April 10, 2012

**Motion - Adjournment to Closed Meeting:**

**That** this meeting be now declared closed at \_\_\_\_\_ p.m.; and further

**That** pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following:-

- i) **Personal Matter about an Identifiable Individual**

**Adjournment.**