



Minutes

Committee of the Whole

Monday, March 12, 2012
3:30 p.m.
City Council Chambers

Action

Present: Mayor D. Canfield
Councillor C. Drinkwalter
Councillor R. Lunny
Councillor R. McMillan
Councillor S. Smith
K. Brown, CAO
R. Perchuk, Operations Manager
W. Brinkman, Emergency Services Manager
C. Neil, Recreation Services Manager
J. McMillin, City Clerk

Regrets: Councillor L. Roussin
Councillor R. McKay

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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.

Councillor McMillan made a Declaration of Pecuniary Interest with respect to the remuneration reports set out as Item #1 under the Finance portion of today's agenda with respect to the Police Services Board as his wife is a Member of the Board.

C. Motion for Confirmation of Previous Committee Minutes: Moved by S. Smith, Seconded by C. Drinkwalter & Carried:-

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:

3:30 p.m. - Todd Sellers – LOW Water Quality Forum

Mr. Sellers, Executive Director for the Lake of the Woods Water Sustainability Foundation introduced himself and gave a history of his background with the Foundation. He indicated he is attending today to request the City of Kenora continue to show its support for the initiative to bring in the International Joint Commission to provide bi-national, watershed based coordination for Lake of the Woods Water quality. In particular, the Foundation is asking that the City pass a resolution and forward it to both the provincial and federal government as set out in Item #11 on today’s agenda under Corporate Services.

In closing, Mr. Sellers stated that we have to protect Lake of the Woods; it is a very valuable resource. He noted it has been concluded that only the USA side of the Lake is impaired and not the Canadian side. He went on to explain the United States cannot designate a Canadian waterway as being impaired; phosphorus levels are much higher in the south basin and the water quality quite different than it is in our area.

Mr. Sellers was thanked for attending and he left the meeting at 3:45 p.m.

E. Reports:

Community & Protective Services

Councillor Drinkwater – Chair, reviewed the reports:

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.

Recommendation approved (resolution and by-law).

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

3. Revised Staffing Model for Lake of the Woods Museum - HOLD

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.

It was agreed this item be placed on hold until the April Committee Meeting.

HOLD

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.

Recommendation approved.

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

Corporate Services

Councillor McMillan, Chair, reviewed the reports:

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.

Amended Recommendation:

That Council hereby appoints Fred de Wind to the Accessibility Advisory Committee with a term to expire **November 30, 2014.**

Recommendation approved as amended.

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

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:-

- Mayor D. Canfield
- Councillor S. Smith; and further

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

Committee requested that one staff member also consider attending the Conference.

JMcMillin

Recommendation approved.

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.

Recommendation approved (resolution and by-law).

JMcMillin

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.

Recommendation approved.

JMcMillin

**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.

Recommendation approved.

JMcMillin

**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.

Recommendation approved.

JMcMillin

**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.

Recommendation approved.

JMcMillin

**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.

As no Members attended; this item may be filed.

FILE

10. Various Committee Minutes

Recommendation:

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

- January 4- Harbourtown 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.

Recommendation approved.

JMcMillin

11. Recommendations from the Water Quality Forum

Recommendation:

That the Council of the City of Kenora hereby supports the recommendations for bi-national management of the Lake of the Woods and Rainy River watershed contained in the IJC's Report to the Governments of the United States and Canada on Bi-National Water Management of the Lake of the Woods and Rainy River Watershed; and

That the Government of Ontario and the Government of Canada be lobbied to adopt and implement the recommendations of the IJC for bi-national management as set out in the March 9, 2012 correspondence from the Foundation; and further

That a copy of this resolution be forwarded to the Hon. John Baird, Federal Minister of Foreign Affairs, the Hon. Dalton McGuinty, Premier of Ontario, Ogichidaakwe Diane M. Kelly, First Nations Communities within the Lake of the Woods Watershed, Greg Rickford, MP, and Sarah Campbell, MPP, and those municipalities within the Lake of the Woods Watershed that are impacted by this request, as well as the LOW Water Sustainability Foundation.

Recommendation approved.

JMcMillin

Economic Development

Councillor Smith – Chair, reviewed the reports:

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.

Recommendation approved (resolution and by-law).

JMcMillin

2. LOWDC – Amendment to MOU – HOLD

This item will come back to Committee following the LOWDC Meeting scheduled for March 21, 2012.

HOLD

Finance

Councillor Lunny – Chair, reviewed the reports:

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.

Recommendation approved.

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

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.

Recommendation approved.

JMcMillin

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.

Recommendation approved.

JMcMillin

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 19th, 2012 Council Meeting; and further

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

Recommendation approved (resolution and by-law).

JMcMillin

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.

Recommendation approved.

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

Operations Committee

Councillor Lunny – Chair, reviewed the reports:

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 1st, 2011 to December 31st, 2011.

Recommendation approved.

JMcMillin

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.

Recommendation approved.

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

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.

Recommendation approved.

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

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.

Recommendation approved (resolution and by-law).

JMcMillin

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.

Recommendation approved.

JMcMillin

Next Meeting:

- Tuesday, April 10, 2012



Motion - Adjournment to Closed Meeting:

1. Moved by S. Smith, Seconded by C. Drinkwalter, and Carried:-

That this meeting be now declared closed at 4:55 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

Reconvene to Open Session:

2. Moved by C. Drinkwalter, Seconded by S. Smith & Carried:

That Committee hereby reconvenes to the Open Session of this Committee Meeting at 5:20 p.m. with no reports from its Closed Meeting.

The meeting adjourned at 5:21 p.m.