



Minutes

Committee of the Whole

Tuesday, November 13, 2012

3:30 p.m.

City Council Chambers

Action

Present: Mayor D. Canfield
Councillor C. Drinkwater
Councillor R. McKay
Councillor R. McMillan
Councillor S. Smith
W. Brinkman, Emergency Services Manager
S. McDowall, HR Manager
C. Neil, Recreation Services
J. McMillin City Clerk
T. Rickaby, Planning Administrator
J. Findlay, EDO
H. Kasprick, Deputy Clerk

Regrets: Councillor R. Lunny
Councillor L. Roussin

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Mayor for the Day Maya Boivin called the meeting to Order

Mayor Canfield introduced TA Student Maya Boivin whose essay was selected for the contest and he turned the meeting over to Maya. She advised of the various activities she did with Mayor Canfield, and continued with the Agenda.

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 November 19 meeting:-

- A Comprehensive Procedural By-law governing Rules and Order of Procedure for the Council of the City of Kenora.

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 with respect to Item #5 under Finance as it relates to the financial statements and specifically for the Kenora Police Services Board as his spouse is Member on the Board.

C. Motion for Confirmation of Previous Committee Minutes:

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

That the Minutes from the last regular Committee of the Whole Meeting held October 15, 2012 be confirmed as written and filed.

D. Deputations:

3:30 p.m. – Robert (Bob) McMillin

Re: Stanley Cup Replica

Bob McMillin referred to what Buck Matiowski had mentioned to him previously about converting the old water tower into a Stanley Cup replica, but in his review and with the lack of response from various officials it has been determined that location is not appropriate as the footprint is too small and it's on an intersection.

Bob suggested a large replica of the Cup with a fiber-face component and that it should incorporate something from the old cup and have it erected at the east end of the Discovery Centre so it can be seen from both the highway and the lake. He believes it would have good tourism value and he mentioned the person who (re-did) Husky the Muskie as being possibly commissioned to build the replica or the fellow from Winnipeg who makes the bears and if the City would ask for quotes to determine the costs. Bob made a further suggestion to have information about the actual Stanley Cup available at the Discovery Centre as an added tourism feature when visitors stop by at the Discovery Centre and see the replicated Cup. He noted he was not sure of the legalities surrounding a venture of this nature but wanted to pass it along to Council. He indicated he had been in contact with Bill Marr.

It was mentioned that Ross Kehl was the person that re-finished Husky the Muskie several years ago.

Councillor Smith suggested to Bob to consider making a deputation at the next Tourism Committee meeting and to involve Barb Manson, Tourism Development Officer.

Bob was thanked for attending and he left the meeting at 3:40 p.m.

E. Reports:

Community & Protective Services

Councillor Drinkwalter, Chair, reviewed the Committee reports:-

1. Recreation Maintenance Staff Restructuring

Recommendation:

That Council of the City of Kenora hereby approves proceeding with the proposed staffing increase for the Kenora Recreation Centre and Keewatin Memorial Arena; and further

That Council approves the Recreation Services Manager to proceed immediately, in cooperation with the Human Resources Manager, to implement the changes contained within the report of the Recreation Services Manager dated November 6, 2012.

Discussion:

Colleen commented the Rec. Centre does not have its full staff allotment at this time. She explained there is not sufficient time for staff to finish various projects and that part-time staff is being called in to assist as required.

Colleen mentioned she is not intending to change their hours or job descriptions but just holding them accountable to their current job descriptions. All employees affected are unionized and there is already an approved Letter of Understanding with the Union. She explained this is not a new model; positions will be posted as required internally as per Union contract and she indicated the cost to the budget for these changes to reflect the increase of two full-time operators and decrease of part-time operators is approximately \$48,000 for 2013.

Recommendation approved.

JMcMillin

Corporate Services

Councillor McMillan, Chair, reviewed the Committee reports:-

1. K.D.S.B. Report from Councillor Roussin Monthly Update

Councillor Roussin sent his regrets and Councillor McMillan advised on his behalf that this Thursday the Board will start its budget process.

2. 2013 Meeting Schedule Recommendation:

That in accordance with the Rules of Order and Procedure Council hereby approves the 2013 Schedule of Committee and Council Meetings as attached to the October 25, 2012 report of the City Clerk.

The only change noted is Council meetings will be moved to the next business day when Committee meetings are affected by Statutory Holidays, and this will be reflected in the new Procedural By-law.

Recommendation approved.

JMcMillin

3. Closed Meeting Complaint from Investigator Recommendation:

That further to a Closed Meeting Complaint submitted by Joyce Chevrier to the City's Closed Meeting Investigator on August 14, 2012 pertaining to a Closed Meeting of Council's Standing Committees held September 8, 2008,

Council hereby receives the final report of Paul S. Heayn, Closed Meeting Investigator as forwarded to the City Clerk's Office on November 6, 2012; and

That while there are no recommendations made by the Investigator concerning Council's procedures for dealing with Closed Meetings, Council hereby accepts the recommendations contained in the Investigator's Report as they relate to reporting out on matters from closed meetings; and further

That these recommendations be reflected in the City's new Procedural By-law.

The Clerk advised the Investigator's Report will be made public after next week's Council Meeting.

Recommendation approved.

4. Various Committee Appointments

Recommendation:

That Council hereby re-appoints, where applicable, those persons currently serving on various municipal Boards and Committees effective December 1, 2012 with a term to expire at the pleasure of Council but not to exceed the term of this Council or beyond November 30, 2014 in keeping with Council's Appointments Policy; and

That these re-appointments shall only apply to those specific Boards and Committees not governed by special legislation or specific municipal Terms of Reference as set out in the most recently updated City of Kenora Membership Listing attached to the City Clerk's November 1, 2012 report; and further

That any appointments made previously by any resolution with a term to November 30, 2014 except where prohibited, be and are hereby rescinded as they are now appointed for a term "at the pleasure of Council."

Recommendation approved.

5. 2013 KDMA Annual Conference

Recommendation:

That authorization is hereby given for Mayor Canfield and three Members of Council to attend the 2013 Annual Conference of the Kenora District Municipal Association (KDMA), taking place at the Best Western in Dryden, ON, February, 7, 8 and 9, 2013; and further

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

Recommendation approved.

JMcMillin

JMcMillin

JMcMillin

6. 2013 FCM Annual Conference

Recommendation:

That authorization is hereby given for two (2) Members of Council to attend the 2013 Annual Conference of the Federation of Canadian Municipalities (FCM), taking place at the Vancouver Convention Centre, May 31 to June 3, 2013; and further

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

It was noted that two hotel rooms have already been booked for the Conference.

Recommendation approved.

JMcMillin

7. Request for Meeting – Managed Alcohol Program

Councillor McMillan explained the group has proposed a meeting with Council on November 22, 2012 in Council Chambers at 10:00 a.m., however it was agreed that since there is a meeting already scheduled that day between 1:00 p.m. and 4:00 p.m. at the Super 8 Minis Hall that those Members interested in attending will opt to go to that session rather than holding a special meeting in Chambers that day.

The Clerk will advertise for the attendance of Council at the 1:00 p.m. session in the event a quorum of Council plans to attend.

JMcMillin

8. New Procedural By-law

Recommendation:

That Council hereby authorizes the various and recommended changes and housekeeping items required to update the Procedural By-law in order that it continues to be in line with current practices and procedures that have been evolving over the last couple years; and

That in accordance with the Municipal Act, 2001, c.25, as amended public notice is hereby given that Council intends to adopt a new Comprehensive Procedural By-law as it provides for public notice of meetings; and further

That Council gives three readings to a by-law to establish Rules of Order and Procedures for the Council of the City of Kenora to take effect and come into force on December 1, 2012 at which time By-law Number 200-2010 will be repealed.

Discussion:

Committee reviewed the highlighted changes to the by-law and agreed to several as duly noted by the Clerk. Of note they include: a definition for a special meeting, cellphones and smart phones to be turned to vibrate for anyone in attendance at meetings, referencing the Property & Planning Committee as an extension of Committee of the Whole, rescinding the

2002 Property & Planning Committee Terms of Reference, deletion of a maximum number of deputations and all recommendations are to go forward to Council for ratification.

Amended Recommendation:

That Council hereby authorizes the various and recommended changes and housekeeping items required to update the Procedural By-law in order that it continues to be in line with current practices and procedures that have been evolving over the last couple years; and

That in accordance with the Municipal Act, 2001, c.25, as amended public notice is hereby given that Council intends to adopt a new Comprehensive Procedural By-law as it provides for public notice of meetings; and

That Resolution Number 12 dated January 14, 2002 approving a Terms of Reference for the Property & Planning Committee be hereby rescinded; and further

That Council gives three readings to a by-law to establish Rules of Order and Procedures for the Council of the City of Kenora to take effect and come into force on December 1, 2012 at which time By-law Number 200-2010 will be repealed.

Recommendation approved as amended (resolution and by-law).

JMcMillin

9. Provincial Policy Statement Review

Mayor Canfield and Tara Rickaby attended a session on this review and it was noted comments from the City are to be provided by November 23.

One of the main concerns identified is there seems to be different rules for different areas of the province.

Tara will coordinate the comments so Members should forward any comments they have directly to her before the deadline. Once drafted, she will circulate a copy to Council for their information.

**Council/
TRickaby**

10. Thunder Bay Training Sessions

Recommendation:

That authorization be and is hereby given for Councillor Louis Roussin to attend the MFOA Investment Basics and Beyond training session as well as the Exploring the FIR training session, taking place in Thunder Bay on November 22 and 23, 2012; and further

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

JMcMillin

Recommendation approved.

11. Various Committee Minutes

Recommendation:

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

- May 9, June 13 & September 12 – Accessibility Advisory Committee
- August 22 & October 16 – Environmental Advisory Committee
- September 26 – Kenora Public Library Board
- October 9 – Kenora Urban Trails
- October 11– Heritage Kenora
- October 15 – Committee of the Whole
- October 16 – Property & Planning
- October 25 – Lake of the Woods Museum Board; and

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

- May 30, August 29, October 11 – Lake of the Woods Development Commission
- September 14 – Northwestern Health Unit Board of Health; and further

That these Minutes be circulated and ordered filed.

Recommendation approved.

JMcMillin

Economic Development

Councillor Smith, Chair, reviewed the Committee reports:-

1. Lake of the Woods Development Commission Appointments

Recommendation:

That as recommended by the Lake of the Woods Development Commission, Council hereby appoints the following to the LOTWDC Board of Directors for a term at the pleasure of Council but not to exceed November 30, 2014:-

Don Denver
Thelma Wilkins-Page
Randy Nickle
Teresa Gallik

Mort Goss
Councillor Sharon Smith
Fred Wright

Recommendation approved.

JMcMillin

Finance

Councillor Smith, Member, reviewed the Committee reports:-

1. Fall – Section 357 Write-offs

Recommendation:

That the Section 357 tax adjustments with potential refunds totaling \$14,047.86, be approved.

Recommendation approved

JMcMillin

2. Internal Audit Policy

Recommendation:

That Council hereby approves the amended City Internal Audit Policy; and further

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

Recommendation approved.

JMcMillin

3. Lake of the Woods Water Quality Forum

Recommendation:

That Council of the City of Kenora supports the request of the Lake of the Woods Water Sustainability Foundation and authorizes a donation in the amount of \$500 for the 2013 International Lake of the Woods Water Quality Forum; and further

That a copy of the resolution be forwarded to the Lake of the Woods Water Sustainability Foundation.

Recommendation approved.

JMcMillin

4. Prosperity Trust Fund – September, 2012

Recommendation:

That Council hereby accepts the report on the Kenora Citizens' Prosperity Trust Fund included in the Committee Report of the Municipal Treasurer dated October 30, 2012.

Recommendation approved.

JMcMillin

5. September, 2012 – Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at September 30, 2012.

Recommendation approved.

JMcMillin

Operations Committee

Councillor McKay, Chair reviewed the Committee reports:-

1. Amend Parking Lot By-law #66-2006 (Library & McLeod Park)

Recommendation:

That approval be hereby given to amend Schedule "A" to By-Law 66-2006 to change Lot "U" to read: Kenora Public Library Parking Lot as follows:-

Add

Lot "U": Kenora Library Parking Lot
Control: By-Law Enforcement Officer
Fees: As per meter parking system \$0.75 per hour
Special Regulation: No overnight parking between 2:00 a.m. & 6:00 a.m.
No fees payable between 6:00 p.m. and 9:00 a.m.
No fees payable Sundays or Public Holidays; and

That approval be hereby given to amend Schedule "A" Lot "I" McLeod Park as follows:-

Amend

Lot "I": McLeod Park
Control: Peace Officer
Fees: No Fee
Special Regulation: No overnight parking between 2:00 a.m. and 6:00 a.m.

To Read

Lot "I": McLeod Park
Control: By-Law Enforcement Officer
Fees: No Fee
Special Regulation: 3 hour maximum
No overnight parking between 2:00 a.m. and 6:00 a.m. ; and

That amending By-Law 87-2009 to By-Law 66-2009 be hereby repealed; and further

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

Recommendation approved (resolution and by-law).

JMcMillin

2. Snow Plow & Removal – Streets, Parkade & Chipman Lot Recommendation:

That the following quotations for graders for Snow Plowing of Municipal Streets, be received:-

Grader	Pioneer Construction	\$160.00/hr. HST extra
Grader	Hugh Munro Construction	\$178.50/hr. HST extra
Grader	Laurence Derouard Trucking	\$ 90.00/hr. HST extra
Loader	Laurence Derouard Trucking	\$75.00/hr. HST extra;

That the quotations from Laurence Derouard Trucking for a Grader at the hourly rate of \$90.00 (HST extra) and Loader at the hourly rate of \$75.00 (HST extra), the quotation from Pioneer Construction for a grader at the hourly rate of \$160.00 (HST extra), and the quotation from Hugh Munro Construction for a grader at the hourly rate of \$178.50 (HST extra), be hereby accepted.

Recommendation approved.

JMcMillin

3. Amend Traffic By-law #127-2001 (Library & Discovery Ctr)

Recommendation:

That Council give three readings to a by-law to amend City of Kenora Traffic Regulation By-law 127-2001 to include the addition to Schedule "L" – Disabled Parking Spaces on Municipal or Private Property – Kenora Public Library and Lake of the Woods Discovery Centre as follows:-

Column 1 ESTABLISHMENT	Column 2 STREET ADDRESS	Column3 # SPACES
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Add:

Kenora Public Library	24 Main Street South	1
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Add:

Lake of the Woods Discovery Centre	931 Lakeview Drive	2
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Recommendation approved (resolution and by-law).

JMcMillin

4. Water Wastewater Systems Monthly Summary - September

Recommendation:

That Council of the City of Kenora hereby accepts the September 2012 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by Biman Paudel, Water and Sewer Supervisor, Jim Campbell, Water Treatment Plant Operator and David Nachuk, Wastewater Treatment Plant Operator.

Recommendation approved.

JMcMillin

Recognition of Proclamations:

Mayor for the Day Maya Boivin read the following proclamation:

Restorative Justice Week – November 18 to 25, 2012.

Mayor Canfield then presented Maya with a Certificate of Appreciation for being "Mayor for the Day" and thanked her for her participation. Maya explained she had an incredible experience and enjoyed the amazing tour to see the City from an insider's point of view. She was impressed with staff and the municipal buildings that she was able to visit.

Next Meeting:

- Monday, December 10, 2012

Motion - Adjournment to Closed Meeting:

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

That this meeting be now declared closed at 4:58 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

Committee reconvened to the open meeting at 5:40 p.m.

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

That Committee hereby reconvenes to the Open Meeting at 5:40 p.m. with the following from its Closed Session:

- Appointment of one (1) Student Councillor;
- Appointments to various Boards and Committees.

Student Councillor Program

Recommendation:

That Jarrod McLean be hereby appointed as a City of Kenora Student Councillor in keeping with Council's Policy #CC-16-1, with a term to be in effect from November 19, 2012 to June 15, 2013.

Recommendation approved.

JMcMillin

Accessibility Advisory Committee

Recommendation:

That the following be hereby appointed as Members at Large on the Accessibility Advisory Committee and approval to appoint a seasonal resident in keeping with Council's Appointment Policy, with a term at the pleasure of Council but not to exceed November 30, 2014:

Kenneth J. Puckall – (Seasonal Resident)
Marion McKay

Recommendation approved.

JMcMillin

Environmental Advisory Committee

Recommendation:

That the following be hereby appointed as Members at Large on the Environmental Advisory Committee, with a term at the pleasure of Council but not to exceed November 30, 2014:

Susan McLeod – LOWDPOA Rep.
Craig Cunning – At Large

Recommendation approved.

JMcMillin

Event Centre Committee

Recommendation:

That the following be hereby appointed as Members at-large on the Recreation Event Centre Committee, with a term at the pleasure of Council but not to exceed November 30, 2014:

Chris Van Wallegem
Judy Bain
Laci Dingwall
Ruth Illman
Mike Dietsch
Jolene Andrews

JMcMillin

Recommendation approved.

Homelessness & Behavioural Issues Task Force

Recommendation:

That Debbie Lipscombe be hereby appointed to the Homelessness & Behavioural Issues Task Force, representing Grand Council Treaty 3, with a term at the pleasure of Council but not to exceed November 30, 2014.

JMcMillin

Recommendation approved.

Keewatin Non-Profit Housing Corp.

Recommendation:

That Joyce Vacek be appointed to the Keewatin Non-Profit Housing Corporation to replace the vacancy created by Winnifred Lund, with a term at the pleasure of Council but not to exceed December 1, 2013.

JMcMillin

Recommendation approved.

Non-Profit Housing Review Committee

Recommendation:

That the following be appointed to make-up the Non-Profit Housing Review Committee with a term at the pleasure of Council but not to exceed December 31, 2013:

Wendy Cuthbert and Joan Schelske (Kenora)
Jack Pearson and Jerry Ortlieb (Keewatin)
Dean Barclay – At-large

JMcMillin

Recommendation approved.

District of Kenora Home for the Aged Board

Recommendation:

That Jim Clarke be hereby appointed to represent Area 1 on the District of Kenora Home for the Aged Board of Directors with a term to expire November 30, 2015.

JMcMillin

Recommendation approved.

The meeting adjourned at 6:45 p.m.