

THE CORPORATION OF THE CITY OF KENORA

BY-LAW NUMBER 92-2007

**A BY-LAW TO ESTABLISH TERMS OF REFERENCE FOR THE CITY OF
KENORA COUNCIL POLICE COSTING REVIEW (CPCR) COMMITTEE**

WHEREAS Section 11(1)5 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 deems it necessary to develop a Committee of Council in order to undertake a police costing review for the provision of police services for the City of Kenora;

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

1. **THAT** Council of the Corporation of the City of Kenora hereby adopts the Terms of Reference for a Council Police Costing Review (CPCR) Committee as attached hereto as Schedule "A".
2. **THAT** this by-law shall come into force and be in effect from and after the final passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS 13th day of August, 2007
BY-LAW READ A THIRD AND FINAL TIME THIS 13th day of August, 2007

THE CORPORATION OF THE CITY OF KENORA:

Len P. Compton **MAYOR**

Joanne L. McMillin **CITY CLERK**

CORPORATION OF THE CITY OF KENORA

Terms of Reference

Council Police Costing Review Committee

Purpose:

At the May 14, 2007 Council meeting a motion was ratified – “That Council of the City of Kenora hereby give notice of its intent to request a policing costing for the provision of police services from the Kenora Police Service and the Ontario Provincial Police”. Council appointed a special Committee of Council to direct and control the process of undertaking a police costing review for the City of Kenora.

Committee Membership:

A Committee shall be appointed by resolution of Council and shall consist of :

- Councillor David McCann
- Councillor Wendy Cuthbert
- Councillor Charito Drinkwalter
- Councillor Chris Van Wallegem (alternate)

Bill Preisenz, CAO, shall act in the capacity as the Committee Project Manager and shall provide administrative support to the Committee.

The name of the Committee shall be known as the "**Council Police Costing Review Committee**" hereafter referred to in this document as "the Committee".

Committee Chair:

Mr. David McCann shall be the Chairperson, and in his absence the members of the Committee shall appoint an acting chairperson from among its members.

Meetings:

Meetings of this Committee shall be held at 8:00 a.m. in the Council Chambers at the call of the Chairperson or unless as otherwise determined by the Committee. The proceedings of this Committee shall be regulated in accordance with the City of Kenora Procedural Bylaw No. 100-2007.

Quorum:

At any meetings of the Committee, the presence of a majority of the members is necessary for a quorum and the transaction of business.

Reporting/Release of Information:

The Committee shall submit to Council its recommendations and such reports as may be required from time to time, as well as minutes and resolutions from meetings.

Committee reports, documents and other written materials will be the property of the City of Kenora and subject to the municipal policies governing public disclosure and the Municipal Freedom of Information Act.

A communication protocol has been developed assigning responsibility and governing the release of information associated with the police costing review process. The attached addendum outlines a protocol for the release of this information and handling of inquiries.

Retain “Expert” Services :

Mr. John (Jack) Watkins of the firm Consultants on Police Services Inc. has been retained to assist the Committee and conduct a detailed study of policing services for the City of Kenora. The scope of the study, process and associated workplan is outlined within Bylaw No. 88–2007.

Scope of the Police Costing Review:

The Committee shall undertake a broad based community consultation approach incorporating input from key community stakeholders, the Ontario Provincial Police Force and the Kenora Police Service and all members of the public. The Committee is to make a recommendation to the Municipal Council of the City of Kenora as to whether the City should maintain the existing hybrid policing model or opt to be policed by a single police service provider, either by contract from the OPP or by expanding the services of the City of Kenora Municipal Police Service.

In undertaking the policing study, consultation with First Nations community leaders and recognition of the First Nations community involvement with the City of Kenora, is an important requirement of the study.

The Committee will also ensure significant consultation occurs with stakeholders in the three communities of the former Town of Kenora and the Townships of Keewatin and Jaffray-Melick to ensure the outcome reflects the needs of the total community.

ADDENDUM

Terms of Reference

Council Police Costing Review Committee

COMMUNICATION PROTOCOL

The following Communications Protocol governs the release of information from the Council Police Costing Review Committee.

1. It is the intention of the Council Police Costing Review Committee to proceed with the study on policing in the City of Kenora in a timely and fully consultative fashion.
2. The Council Police Costing Review Committee has appointed Councillor David McCann as the Chair of the Committee and Mr. William Preisenzanz as the Project Manager of the policing study.
3. To ensure accuracy, consistency and fairness, the information released from the Council Police Costing Review Committee must be factual and controlled. Therefore, only the Chair or Project Manager, and if directed, the Consultant can release information to the public during the study.
4. Enquiries, either at the Municipal Council or Committee level, shall be directed to the Chair or Project Manager for response. No member of Council and no member of the Committee should undertake to respond publicly on the study.
5. The Chair and Project Manager of the Council Police Costing Review Committee will be responsible for ensuring the Municipal Council is properly briefed on the progress of the study and shall provide regular and timely updates to the Mayor's office.
6. Media enquiries and responding to the media will be the responsibility of the Chair of the Council Police Costing Review Committee or Project Manager, Mr. Bill Preisenzanz. The Consultant will only respond to the media if requested to do so by the Chair or Project Manager.
7. Information requests between the two police services will be channeled through the Chair, Manager or the Consultant to ensure compliance with the requests.

8. There will be a direct link to the Consultant through the City of Kenora website that will allow the public at any time to provide input and information during the study. Information on that link will be provided publicly through media release.

Contact Numbers:

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