



**CITY OF KENORA
STANDING COMMITTEE MEETING
AGENDA**

**FINANCE & ADMINISTRATION COMMITTEE
COMMUNITY SERVICES COMMITTEE
OPERATIONS COMMITTEE**

**MONDAY, DECEMBER 3, 2007
4:00 p.m. to 7:00 p.m.
City Hall Council Chambers**

FINANCE & ADMINISTRATION COMMITTEE

A. PUBLIC INFORMATION NOTICES AS PER BY-LAW NUMBER 14-2003

Take Notice that in keeping with Notice By-law #14-2003, Council intends to approve the following at its December 10 Meeting:

- Adoption of a New Notice By-law;
- Adoption of a New Comprehensive Tariff of Fees & Charges By-law.

B. DECLARATION OF PECUNIARY INTEREST

C. CONFIRMATION OF MINUTES

Moved by , Seconded by & Carried:

THAT the Minutes from the last regular and closed meeting held November 19, 2007 be confirmed as written and filed.

D. STANDING COMMITTEE DEPUTATIONS:-

N/A

E. REPORTS:

FINANCE & ADMINISTRATION COMMITTEE AGENDA

*Councillor R. McMillan – Chair
Councillor D. McCann – Vice-Chair
Councillor W. Cuthbert – Member*

COUNCILLOR R. McMILLAN, CHAIR

NO.	REPORT SUBJECT	DISPOSITION
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1.	Revised Comprehensive Tariff of Fees By-law
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RECOMMENDATION:

THAT Council give three readings to a by-law to authorize the adoption of a new Comprehensive Tariff of Fees & Charges By-law; and further

THAT the new fees and charges take effect and come into force on January 1, 2008.

2.	Community Medical Clinic – Loan Advance
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RECOMMENDATION:

That Council of the City of Kenora hereby authorize the following loan advances to the Kenora

Health Care Centre Corporation in accordance with the terms and conditions of Bylaw Numbers, 14-2006, 127-2006, and 47-2007:

- 1. \$25,000 effective October 18, 2007
- 2. \$22,000 effective October 25, 2007

3. Contribution to AMO OMERS Support Fund

RECOMMENDATION:

THAT Council of the City of Kenora hereby contribute to the 2008 AMO OMERS Support Fund in the amount of \$1,372.80 to provide resources required to allow AMO to operate as a formal representative to protect the interests of municipalities as employers under the new OMERS Act.

4. Fred Dean Solicitor – Retention of Services for 2008 - Budget Committee Referral

5. Revised Notice By-law

RECOMMENDATION:

THAT Council give three readings to a by-law to establish reasonable minimum procedures for the giving of public notice; and further

THAT By-law #14-2003 be and is hereby repealed.

6. Policy Requirements of New Municipal Act (Bill 130)

RECOMMENDATION(S):

(1) THAT as a requirement of the Municipal Act, 2001, as amended, Council of the City of Kenora hereby adopts the Accountability & Transparency Policy #CC-12-1 for the Corporation of the City of Kenora; and further

THAT this policy be included and forms part of the Municipal Policy Manual.

(2) THAT as a requirement of the Municipal Act, 2001, as amended, Council of the City of Kenora hereby adopts the Delegation by Council of Powers and Duties Policy #CC-13-1 for the Corporation of the City of Kenora; and further

THAT this policy be included and forms part of the Municipal Policy Manual.

7. Adoption of Comprehensive Policy Manual

RECOMMENDATION:

THAT Council give three readings to a by-law to adopt the Comprehensive Policy Manual for the Corporation of the City of Kenora.

8. Municipal Auditor Appointment

RECOMMENDATION:

THAT the Audit Committee accept the recommendation by the Audit RFP Selection Committee, and

THAT the Audit Committee recommend to Council the appointment of BDO Dunwoody, LLP as the City's auditor for 2008 through 2012 for the City and its related entities, with the exception of Kenora Hydro; and further

THAT Council give three readings to a By-law for this purpose.

9. Audit Committee Citizen Appointees

RECOMMENDATION:

THAT Council re-appoint Kathleen O’Flaherty to the Audit Committee with a term to expire on 31 December 2009.

10. 2006 Annual Report & Audited City Financial Statements

RECOMMENDATION:

THAT Council of the City of Kenora hereby receives and approves the 2006 City of Kenora Annual Report, including the 2006 Audited financial Statements.

11. Contracted Civil Marriage Solemnization Services by the City

RECOMMENDATION:

THAT Council hereby supports the option of providing Civil Marriage Solemnization Services through the delegating of authority by the City Clerk for this purpose in accordance with the Municipal Act; and

THAT Council hereby authorizes contracting with two Service Providers to act as Marriage Commissioners for the provision of Civil Marriage Solemnization Services for the City; and

THAT the Clerk make arrangements to obtain the required training for the Marriage Commissioners for the purpose of having such responsibility delegated to them for conducting this service; and

THAT Civil Marriage Solemnization Services be included in the 2008 municipal budget to cover costs and reflect revenue generation; and further

THAT once the interested parties agree to the terms and conditions, Council give three readings to a by-law to enter into a contract with two Marriage Commissioners for the provision of Civil Marriage Solemnization Services on behalf of the City with a commencement date to be confirmed; and further

THAT the following fees be included in the new Tariff of Fees & Charges By-law to provide for i) a \$300 per ceremony fee Monday to Friday and a \$350 per ceremony on weekends; ii) a \$75 flat rate daily fee per ceremony for use of the Council Chambers, and iii) an increase in the administration fee for marriages licenses from \$25 to \$50.

12. Confirmation of 2008 Meeting Schedule

RECOMMENDATION:

THAT Council hereby adopts the attached Standing Committee & Council Meeting Schedule for 2008; and

THAT Notice is hereby given that for the first six (6) months of 2008 only one set of Standing Committee Meetings and one Council Meeting be held on a trial basis; and further

THAT this trial period be reflected in the Procedural By-law.

13. Attendance @ KDSB OW Service Delivery Model Review

RECOMMENDATION:

THAT authorization be hereby given for Councillor Rory McMillan to attend the December 13, 2007 Workshop for the KDSB Ontario Works Service Delivery Model Review; and further

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

14. Job Fair Bill Inserts

RECOMMENDATION:

THAT Council hereby approves inclusion of the Kenora Job Fair Stuffer in the March/April 2008 Hydro/sewer/water bills; and further

THAT authorization be hereby given for the \$.05 stuffer fee to be waived in accordance with Council Policy.

15. Kenora Police Service - Bill Insert

RECOMMENDATION:

THAT Council hereby approves inclusion of the Kenora Police Service Safety insert in the December, 2007 Kenora Hydro/sewer/water bills; and further

THAT authorization be hereby given for the \$.05 stuffer fee to be waived in accordance with Council policy.

OTHER BUSINESS

ITEMS ON HOLD:

- Meeting Investigator – Adopt first meeting in January
- New Procedural By-law – Adopt first meeting in January
- The Rat Portage
- Proposal – Matheson Street Water Tower
- Licensing By-law #80-2006 – Vending Regulations
- Community Forest Charter

NEXT MEETING

- Monday, January 7, 2008.



COMMUNITY SERVICES COMMITTEE AGENDA

*Councillor C. Van Walleggem – Chair
Councillor C. Drinkwater – Vice-Chair
Councillor R. McMillan - Member*

A. PUBLIC INFORMATION NOTICES AS PER BY-LAW NUMBER 14-2003

N/A

B. DECLARATION OF PECUNIARY INTEREST

C. CONFIRMATION OF MINUTES

Moved by , Seconded by , & Carried:-

THAT the Minutes from the last regular meeting held November 19, 2007 be confirmed as written and filed.

D. REPORTS:

COUNCILLOR C. VAN WALLEGHEM, CHAIR

NO.	REPORT SUBJECT	DISPOSITION
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1. Mount Evergreen Ski Club

RECOMMENDATION:

THAT the Mayor and Council support the funding application to Hydro One Power Program from the Mount Evergreen Ski Club for a grant of \$25,000; and

THAT it is understood that the City of Kenora is the lead applicant as this grant is available to Municipalities; and further

THAT there is no financial contribution required by the City of Kenora for this grant approval.

2. By-law to Prohibit Smoking in all City Buildings

RECOMMENDATION:

THAT Council supports the identified changes to By-law #39-2001 prohibiting smoking 30 ft. (9m) from the outside entrance or exit of any facility owned by the City of Kenora; and

THAT arrangements be made for the posting of the applicable signage with respect to this change; and further

THAT Council give three readings to a by-law for this purpose.

3. Leisure Services Committee Vacancy

RECOMMENDATION:

THAT Council hereby approves the appointment of Mike Shier to fill the vacancy on the Kenora Leisure Services Committee created by the resignation of Christine Hansen, with a term to expire November 30, 2010.

4. Keewatin Public Library

RECOMMENDATION:

THAT Council defer any final decision regarding declaring the former Keewatin Town Hall building to be surplus until such time that City of Kenora 2008 Operational Budgets are approved; and further

THAT a final decision by the Kenora Library Board regarding the continuation of a Branch Office in Keewatin be finalized.

OTHER BUSINESS

NEXT MEETING

- **Monday, January 7, 2008.**



OPERATIONS STANDING COMMITTEE AGENDA

*Councillor D. McCann – Chair
Councillor W. Cuthbert – Vice-Chair
Councillor A. Poirier - Member*

A. PUBLIC INFORMATION NOTICES AS PER BY-LAW NUMBER 14-2003

Take Notice that in keeping with Notice By-law #14-2003, Council intends to approve the following at its December 10 Meeting:

- Increases/changes to the Operations Schedule of the Tariff of Fees & Charges By-law

B. DECLARATION OF PECUNIARY INTEREST

C. CONFIRMATION OF MINUTES

Moved by , Seconded by & Carried:

THAT the Minutes from the last regular meeting held November 19, 2007 be confirmed as written and filed.

D. REPORTS:

COUNCILLOR D. MCCANN - CHAIR

<u>NO.</u>	<u>REPORT SUBJECT</u>	<u>DISPOSITION</u>
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General

1. Proposed Increases and Additions to Tariff of Fees & Charges By-law No. 100-2003 (Operations)

RECOMMENDATION

THAT the following rate increases to the new Draft Tariff of Fees & Charges By-law, for Operations Schedule D, be hereby approved: -

	<u>Current</u>	<u>Proposed</u>
Brush Chipping		
15 mins.	\$ 22.50	\$ 27.50
30 mins	44.60	55.00
45 mins	66.90	82.50
1 hour	89.20	110.00
Culvert Installation	\$40.00/linear metre	\$70.00/linear metre
Steaming /Culvert Thawing	\$76.63/hr, \$306.54/min. 3 hrs.	\$100.00/hr, \$300.00/min. 3 hrs.

	<u>Current</u>	<u>Proposed</u>
Tires	17" to 20".....\$6.00 per tire	16.5" to 20".....\$6.00 per tire

40 Yard Bin Rental,
\$225.00/bin

40 Yard Bin Rental/week,
\$225.00, plus material

<u>NEW:</u> Entrance Permits	Private Residential	\$75.00
	Commercial Property	\$150.00
	Industrial Property	\$240.00; and

THAT the proposed fees and charges be exclusive of any applicable government taxes and such applicable tax will be added to these fees where required; and further;

THAT these changes be incorporated into the new Tariff of Fees and Charges By-law, to be effective January 1, 2008.

Engineering

2. Temporary Removal of Harbourfront Pedestrian Bridge

RECOMMENDATION

THAT the following bids, for the temporary removal of the Harbourfront Pedestrian Bridge, be received as follows;

Sierra Construction	\$7,897.00
Jarnel Contracting Ltd	\$14,500.00
Moncrief Construction Ltd	\$17,000.00
Riverview Industries (Kenora) Inc	\$27,136.00; and further

THAT the tender submitted by Sierra Construction in the amount of \$7,897.00 (taxes included) be accepted.

OTHER BUSINESS

NEXT MEETING

Monday, January 7, 2008

Motion required adjourning to Closed Meeting Session (Finance & Administration):

THAT this meeting be now declared closed at p.m.; and further

THAT Council adjourns to a Closed Meeting Session to discuss the following matters:

Labour Relations;

Reconvene to Open Session with any Report(s)