



**ACTION**

**MINUTES**  
of the  
**Finance & Administration Committee**  
**Community Services Committee**  
**Operations Committee**  
**Of Council**

Held December 3, 2007  
City Council Chambers  
4:00 p.m.

.....

- PRESENT:**
- Mayor Compton
  - Councillor W. Cuthbert
  - Councillor C. Drinkwater
  - Councillor D. McCann
  - Councillor R. McMillan
  - Councillor A. Poirier
  - Councillor C. Van Walleghem
  - B. Preisenzanz, CAO
  - R. Perchuk, Operations Manager
  - K. Brown, Finance & Administration Manager
  - B. Reynard, Community Services Manager
  - J. McMillin, City Clerk

**FINANCE & ADMINISTRATION COMMITTEE MINUTES**

**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**  
**N/A**

**C. CONFIRMATION OF MINUTES**

Moved by D. McCann, Seconded by A. Poirier & 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:**

**1. Revised Comprehensive Tariff of Fees By-law**

**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.

**Recommendation approved** (resolution and by-law).

JMcMillin

**2. Community Medical Clinic – Loan Advance**

**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

**Recommendation approved.**

JMcMillin

**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.

**Recommendation approved.**

JMcMillin

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

Committee recommended this item be referred to the 2008 budget discussions for review, noting their support for the Clerk for this purpose. It was further noted this does not affect services with our Municipal Solicitor.

KBrown

**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.

**Recommendation approved** (resolution and by-law).

JMcMillin

The Clerk advised she is checking with our Solicitor to determine if we need to change Section 1 of the draft by-law under #3 for the purpose of sending registered mail as a method of notice.

JMcMillin

**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.

**Recommendations approved.**

**JMcMillin**

The Clerk will check on the accountability aspects contained in the policy and how it applies to the Police and Library Boards, i.e. potential to override Council’s decisions, etc.

**JMcMillin**

**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.

**Recommendation approved** (resolution and by-law).

**JMcMillin**

**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.

**Recommendation approved** (resolution and by-law).

**JMcMillin/  
PGrouda**

**9. Audit Committee Citizen Appointees**

**RECOMMENDATION:**

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

**Recommendation approved.**

**JMcMillin**

## 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.

**It was requested that this item be discussed In-Camera as it relates to a personal matter about an identifiable individual.**

## 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 **conducted by the City's Marriage Commissioners** for use of the Council Chambers, **Monday to Friday only**, and iii) an increase in the administration fee for marriages licenses from \$25 to \$50.

**Recommendation approved with the above recommended wording additions.**

JMcMillin

Committee agreed to a 60%-40% split in favour of the Commissioners for conducting these services. The Clerk will proceed with preparing the contracts which may be presented at the January meeting.

JMcMillin

## 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

JMcMillin

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

**Recommendation approved.**

JMcMillin

### **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.

It was noted that Bill Preisenz, Karen Brown and Sharen McDowall will also be attending.

**Recommendation approved.**

JMcMillin

### **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.

**Recommendation approved.**

JMcMillin

### **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.

**Recommendation approved.**

JMcMillin

### **OTHER BUSINESS**

#### **ONE Equity Fund - HOLD**

#### **RECOMMENDATION:**

THAT Council hereby approves the amended City Investment Policy, FI-4-2.

Committee agreed to hold this item on the agenda and that perhaps Council could meet with Nigel Bellchamber in January before adopting this policy.

### **OSPCA – Update**

Bill noted this matter rests with the Planning Advisory Committee and it is reviewing the zoning of the property where the OSPCA is located. It was confirmed they will be vacating the premises at the end of January, 2008.

### **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.



At 4:40 p.m.

## **COMMUNITY SERVICES COMMITTEE MINUTES**

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

N/A

### **B. DECLARATION OF PECUNIARY INTEREST**

N/A

### **C. CONFIRMATION OF MINUTES**

**Moved by R. McMillan, Seconded by C. Drinkwater, & Carried:-**  
THAT the Minutes from the last regular meeting held November 19, 2007  
be confirmed as written and filed.

### **D. REPORTS:**

#### **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.

**Recommendation approved.**

JMcMillin

#### **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.

**It was suggested and agreed the wording be slightly amended to reflect 'within 30 ft. (9m) from...'**

##### **AMENDED RECOMMENDATION:**

THAT Council supports the identified changes to By-law #39-2001 prohibiting smoking **within 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.

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

**JMcMillin/  
PGrouda**

### **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.

**Recommendation approved.**

**JMcMillin**

### **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.

#### **Discussion:**

The matter of tax receipts for donations were discussed and whether or not the monies were earmarked specifically for the Keewatin Branch and should the Branch close would the donations be returned to the contributor. It was questioned if a receipt can be issued if the gift has been deferred.

**KBrown**

Councillor Van Wallegghem reviewed the three options contained in the report, noting that the preferred option #2 is the recommendation before Committee. Reference was made to the former motion regarding a decision by December 31, 2007.

#### **AMENDED RECOMMENDATION:**

WHEREAS Council adopted Resolution #9 on May 28, 2007 with respect to making a decision on declaring the former Keewatin Town Hall as surplus before December 31 of this year; and

WHEREAS the Community Services Committee has recommended this matter be deferred until such time as the City's 2008 Operational Budgets are approved;

NOW THEREFORE be it resolved that Council accepts the Committee's recommendation to defer this matter until the 2008 budgets are approved and a final decision received from the Kenora Library Board regarding the continuation of a Branch Office in Keewatin.



Recommendation approved.

JMcMillin

**OTHER BUSINESS**

**Farewell to Barry Reynard**

Bill and Committee took the opportunity to publicly thank Barry Reynard for his service with the City of Kenora as Manager of Community Services and extended best wishes to him in his new position in Dawson Creek, B.C.

**NEXT MEETING**

- Monday, January 7, 2008.



At 5:08 p.m.

## OPERATIONS COMMITTEE MINUTES

### 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

N/A

### C. CONFIRMATION OF MINUTES

Moved by C. VanWalleghem, Seconded by W. Cuthbert & Carried: THAT the Minutes from the last regular meeting held November 19, 2007 be confirmed as written and filed.

### D. REPORTS:

#### 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.,	\$100.00/hr.,	
	\$306.54/min. 3 hrs.	\$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

<b><u>NEW:</u></b>	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.

**Recommendation approved.**

**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.

**Recommendation approved.**

**NEXT MEETING**

**Monday, January 7, 2008**

**Motion adjourning to Closed Meeting Finance & Administration):**

**Moved by W. Cuthbert, Seconded by C. Drinkwalter & Carried:-**

THAT this meeting be now declared closed at 5:11 p.m.; and further

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

**Labour Relations;**

**Item #10 on Finance & Administration Agenda as it relates to a Personal Matter about an Identifiable Individual.**

**As there were no reports for the Open Session, the meeting adjourned at 5:30 p.m.**