



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

Held February 11, 2008
City Council Chambers
4:00 p.m.

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PRESENT: Mayor Compton
Councillor W. Cuthbert
Councillor C. Drinkwater
Councillor D. McCann
Councillor C. Van Wallegghem
B. Preisenzanz, CAO
J. McMillin, City Clerk
R. Perchuk, Operations Manager
K. Brown, Finance & Administration Manager
S. McDowall, HR Manager
C. Neil, Recreation Services Manager

REGRETS: Councillor R. McMillan
Councillor Poirier

FINANCE & ADMINISTRATION COMMITTEE MINUTES

**A. PUBLIC INFORMATION NOTICES AS PER BY-LAW
NUMBER 144-2007**

Take Notice that in keeping with Notice By-law #144-2007 Council intends to approve the following at its **Tuesday, February 19 Meeting:**

- An amendment to Tariff of Fees By-law to include an additional fee under Civil Marriage Services;
- To establish Rules of Order & Procedures for Council.

**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
There were none declared.

C. CONFIRMATION OF MINUTES

Moved by W. Cuthbert, Seconded by C. Van Wallegghem & Carried:

THAT the Minutes from the last regular meeting held January 7, 2008 be confirmed as written and filed.

D. STANDING COMMITTEE DEPUTATIONS:-

**4:00 p.m. – Community Services Committee
Sharon Smith – Support for Keewatin’s 100th**

Ms Smith gave an update to Committee on plans underway for Keewatin’s 100 Year History celebrations. She advised their group has met and a preliminary events calendar has been struck which includes such activities as a Keewatin Street Party; David Thompson Voyageur Brigade; a D-Men concert; a plaque dedication at Beatty Park with the Canadian Army Vets Motorcycle Brigade; Labour Day picnic at Beatty Park; and a fundraiser for Keewatin Library. Ms Smith advised the group is partnering with various businesses and organizations in order to bring the celebrations to fruition. The events will be well marketed and there will be a website established as well. Currently the Committee is considering a theme for the celebration and fundraising ideas. Ms Smith was pleased to report the response to the celebration idea has been overwhelming. The Committee is looking to the City for the \$840.00 fee for use of the Keewatin Arena being waived, together with support of other in-kind donations, noting that funds raised will be donated to the Library Board. Ms Smith advised that Councillor Van Walleggem has participated in preliminary meetings and she looks forward to the City’s support.

E. REPORTS:

**1. Financial Advisor Recommendations – KMTS Prosperity Fund
RECOMMENDATION:**

THAT Council hereby approves the concept of the establishment of the KMTS Prosperity Trust Fund and directs City administration to proceed, in conjunction with the City’s Solicitor, with the establishment of that fund; and further

THAT Council hereby gives three readings to By-law #13-2008 – A By-law to authorize the Forgiveness of Long Term Debt Owed by the City to the KMTS Mobility Fund as Issued to the City under By-laws #129-03, #41-2006 and #44-2006.

Ms Brown advised the recommendation is to be amended in order to reflect reference to an additional by-law for the resolution:-

AMENDED RECOMMENDATION:

THAT Council hereby approves the concept of the establishment of the KMTS Prosperity Trust Fund and directs City administration to proceed, in conjunction with the City’s solicitor, with the establishment of that fund; and

THAT Council hereby gives three readings to By-law Number 13-2008 being a bylaw to authorize the liquidation of long term debt owed by the City to the KMTS Mobility Fund as issued to the City under By-law Numbers: 129-2003, 41-2006 and 44-2006 and as mended by By-law Number 62-2004.

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

**JMcMillin/
KBrown**

2. Endorsation of Resolution (Grenville) – Infrastructure

RECOMMENDATION:

WHEREAS Municipalities in the Province of Ontario continue to have problems funding existing and new infrastructure; and

WHEREAS all Municipalities within the Province have different special circumstances related to infrastructure requirements and face particular difficulty in obtaining sufficient funding related to municipal infrastructure, whether it be to rehabilitate, replace and / or expand that infrastructure; and

WHEREAS under the Constitution of Canada, the Provincial Government has the authority and responsibility for Municipal Issues, including the funding and financing of Municipal infrastructure programs;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Kenora requests that the Government of the Province of Ontario commit 1/8th of the current 8% Provincial Sales Tax to Municipalities to fund Municipal Infrastructure Programs; and further

THAT this resolution be forwarded to the Hon Dalton McGuinty, Premier of Ontario, Rt. Hon Steven Harper, Prime Minister of Canada, Hon. Dwight Duncan, Minister of Finance (Ontario), Hon. Jim Flaherty, Minister of Finance (Federal), Bob Runciman, Leader of the Opposition, Howard Hampton, Leader of the Ontario NDP, Roger Valley, M.P. and John Tory, Leader of the PC Party of Ontario.

Recommendation approved.

JMcMillin

3. Support to Province – AMO’s Housing/Homelessness Report

RECOMMENDATION:

THAT further to a Member Notification being received from the Association of Municipalities of Ontario (AMO), the Council of the City of Kenora hereby extends its support to the position taken by the Federation of Canadian Municipalities (FCM) to continue to pursue a national policy and funding framework addressing chronic homelessness and the need for affordable housing in our communities; and further

THAT a copy of this resolution be forwarded to the Honourable Monte Solberg, Federal Minister of Human Resources and Social Development; F.C.M.; A.M.O.; and the Honourable Roger Valley, MP, to advise of Council’s endorsement.

Recommendation approved.

JMcMillin

4. Museum Annex Rehabilitation

RECOMMENDATION:

THAT Council hereby approves the work related to the flooring and air conditioning for the Museum Annex as submitted in the 2008 draft five year capital plan as amended; and

THAT Council hereby authorizes an appropriation from the Museum Annex Capital Reserve in the amount \$19,000 for the completion of this work.

Recommendation approved.

JMcMillin

5. CUPE Local 191 – Memorandum of Agreement

RECOMMENDATION:

THAT Council of the City of Kenora hereby approve the Memorandum Agreement by resolution between the Corporation of the City of Kenora and the CUPE Local 191 for the term January 1, 2006 to December 31, 2008; and further

THAT Council of the City of Kenora approve the 2006 and 2007 adjustment amounts be paid from the City water & sewer, solid waste and contingency reserves, as appropriate, based on employee cost centres.

Recommendation approved.

JMcMillin

It was requested that costs associated with Item #5 be made available to Council and a suggestion that it be made available to the public as well.

SMcDowall

6. Common Ground Report – Update

HOLD for Councillor McMillan.

7. North West LHIN Forum – March 26, Thunder Bay

HOLD for Councillor McMillan.

8. Timelines for Contracting Police Services with O.P.P.

This item was submitted for information. Councillor McCann gave an update and explained the mandate of the Ontario Civilian Commission on Police Services (OCCPS) as it relates to this issue.

9. Non-Union Salary Adjustment

RECOMMENDATION:

THAT Council of the City of Kenora hereby authorize an economic increase for Municipal non-union staff for the period January 01, 2007 to December 31, 2008 as follows: -

- o 2.0% salary increase – effective January 01, 2007
- o 1.0% salary increase – effective December 31, 2007
- o 3.0% salary increase – effective January 01, 2008

Recommendation approved.

JMcMillin

Bill explained there has been no movement on the Non-Union Salary Grid for 3 years and that 2005 was the last year that a raise had been approved.

10. Conference – “Working Together for a Change”

RECOMMENDATION:

THAT authorization be hereby given for Councillor Rory McMillan to attend the “Working Together for a Change” Conference taking place in Kenora, February 26 and 27, 2008; and further

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

Recommendation approved.

JMcMillin

11. Meeting Investigator – Agreement

RECOMMENDATION:

THAT Council give three readings to a by-law to authorize the execution of an agreement with Paul S. Heayn for Closed Meeting Investigator Services.

Recommendation approved (resolution and by-law).

JMcMillin

12. Tariff of Fees & Civil Marriage Services

RECOMMENDATION:

THAT Council give three readings to a by-law to amended Section 12 of Schedule “A” to the Tariff of Fees By-law to provide for a fee for Civil Marriages taking place outside City limits, in the amount of \$450.00.

Recommendation approved (resolution and by-law).

JMcMillin

13. New Procedural By-law

RECOMMENDATION:

THAT Council give three readings to a by-law to establish Rules of Order and procedures for the Council of the City of Kenora; and further

THAT By-law Number 100-2007 be and is hereby repealed.

Recommendation approved (resolution and by-law).

JMcMillin

14. Letter from K.D.M.A.–Annual N.O.M.A. Special Levy

Committee discussed the letter received regarding the City not being in good standing. Committee agreed that when First Nations is recognized as a full partner by NOMA at the table, the City would pay the required levy.

OTHER BUSINESS

- **Attendance at the 2008 AMO Conference**

RECOMMENDATION:

THAT the following be hereby authorized to attend the 2008 AMO Conference taking place in August: -

- To be determined prior to February 19 Council meeting; interested Members are to advise the Clerk directly before Tuesday.

Council

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

The Clerk will determine if Councillors McMillan or Poirier had confirmed their interest with Heather who has apparently already booked five conference rooms.

JMcMillin

ITEMS ON HOLD:

- The Rat Portage
- Licensing By-law #80-2006 – Vending Regulations
- Community Forest Charter
- ONE Equity Fund
- Dragon Boat Distribution Program

NEXT MEETING

- Monday, March 10, 2008.



COMMUNITY SERVICES COMMITTEE MINUTES

February 11, 2008 at 4:35 p.m.

A. PUBLIC INFORMATION NOTICES AS PER BY-LAW NUMBER 144 - 2007

Take Notice that in keeping with Notice By-law #144-2007 Council intends to approve the following at its Tuesday, February 19 Meeting:
N/A

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
There were none declared.

C. CONFIRMATION OF MINUTES

Moved by C. Drinkwater, Seconded by W. Cuthbert, & Carried:-
THAT the Minutes from the last regular meeting held January 7, 2008 be confirmed as written and filed.

D. REPORTS:

1. Community Clubs – Annual Grants

RECOMMENDATION:

THAT Council of the City of Kenora receives the recommendation from the Leisure Services Committee, approving the grant amount of \$4000.00 to Central, Rideout and Evergreen Community Clubs.

Recommendation approved.

A discussion ensued on the eligibility for the grant in the event a Club does not put ice in. It was agreed this matter be further reviewed during budget discussions.

2. Summer Student – Lake of the Woods Museum

RECOMMENDATION:

THAT Council of the City of Kenora approve the hiring of one summer student for the Lake of the Woods Museum from mid-May to the end of August subject to 2008 budget approval; and further

THAT the Museum Director be authorized to fill the respective position and to establish the employment terms of reference in consultation with the Human Resources Manager according to Municipal Hiring Practices and Regulations.

Recommendation approved.

JMcMillin

KBrown

JMcMillin

3. L.O.W. Sports Awards Banquet – Dinner & Annual Donation

RECOMMENDATION:

THAT authorization be hereby given for a donation in the amount of \$200.00 to the Lake of the Woods Sports Association; and further

THAT authorization be hereby given for Councillor Van Wallegghem to attend the Dinner on behalf of the City of Kenora.

Recommendation approved.

JMcMillin

4. Waiving of Policing Requirements for KBI

RECOMMENDATION:

THAT Council of the City of Kenora approve the request from The Kenora Bass International tournament to waive the condition of the Municipal Alcohol policy to have to hire two (2) off-duty police officers for the Thursday and Friday of the 2008 tournament; and

THAT the Beer Gardens be closed by 9:00 p.m.; and further

THAT the KBI event organizers would abide by all other provisions of the Municipal Alcohol Policy and Liquor License Act with regard to responsible service of alcohol.

Recommendation approved.

JMcMillin

5. Diamonds & Ice – Hockey & Baseball Tournament

RECOMMENDATION:

THAT Council of the City of Kenora declare the 14th *Annual Diamonds & Ice Hockey & Baseball Tournament* a Community Festival; and

THAT Council of the City of Kenora approve the request to operate a Beer Gardens at the following times during the above described event subject to compliance with the Municipal Alcohol Policy and Liquor Control Regulations: -

Location	Fri. August 1, 2008	Sat. August 2, 2008	Sun. August 3, 2008
Keewatin Community Hall (Arena upstairs)	3:00 p.m.– 1:00 a.m.	11:00 a.m.– 12:00 a.m.	12:00 p.m. – 10:00 p.m.
Portage Bay Keewatin	3:00 p.m.– 10:00 p.m.	11:00 a.m. – 12:00 a.m.	12:00 p.m. – 10:00 p.m.

AND FURTHER THAT the Council for the City of Kenora authorize the donation of a total of sixteen (16) Golf Shirts, T-Shirts &/or Sweat Shirts to be used as part of the Tournament prize package in keeping with past practice; and further

THAT the overnight parking tow-away by-law be lifted at the Keewatin Memorial Arena from Friday August 1, 2008 to Monday August 4, 2008 at 8:00 a.m. in the interest of public safety.

Recommendation approved.

JMcMillin

OTHER BUSINESS

- **North American First Nations Tournament**

Committee reviewed the annual request dated February 5, 2008, noting it is the same request that is received each year.

RECOMMENDATION:

THAT Council of the City of Kenora hereby authorizes a grant in the amount of \$3,000.00 for use of the Kenora Recreation Centre for the Annual North American First Nations Tournament of Champions being held in Kenora April 6 to 8, 2008.

JMcMillin

Recommendation approved.

- **Keewatin's 100 Year History Celebration**

Committee agreed that Ms Smith be requested to submit a full outline to C. Neil regarding projected expenses/revenues/and the applicable items and approximate costs/in-kind contributions the group is looking for from the City.

A report is then to be submitted to Committee by Colleen for consideration.

CNeil

This item is to be held on the agenda.

NEXT MEETING

- **Monday, March 10, 2008.**



OPERATIONS STANDING COMMITTEE MINUTES

February 11, 2008 at 4:45 p.m.

A. PUBLIC INFORMATION NOTICES AS PER BY-LAW NUMBER 144-2007

Take Notice that in keeping with Notice By-law #144-2007, Council intends to approve the following at its Tuesday, February 19 Meeting:
N/A

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
There were none declared.

C. CONFIRMATION OF MINUTES

Moved by C. Van Walleggem, Seconded by W. Cuthbert, & Carried:-
THAT the Minutes from the last regular meeting held January 7, 2008 be confirmed as written and filed.

D. REPORTS

ROADS

1. 2008 Hourly Equipment and Truck Rental Tender

RECOMMENDATION

THAT the attached ranking lists be accepted and adopted for purposes of hiring non-owned equipment and trucks for the City of Kenora during the period January 1 to December 31, 2008.

Recommendation approved.

JMcMillin

2. Municipal Roads Snow Clearing Policy

RECOMMENDATION

THAT the attached Municipal Roads Snow Clearing Policy be approved and adopted as Policy No. OP-3-1 and included in the City Policy Manual; and further

THAT Council give three readings be given to a by-law to amend By-law #148-2007 for this purpose.

Bill explained that it would be better to have a more comprehensive policy to include sanding and salting and not simply snow clearing. Rick advised that once he received support in principle by Committee that he would work on a more comprehensive policy to present to Council next month rather than at the next meeting.

RPerchuk

Rick was requested to contact Mr. Ormiston for his opinion on the wording of the proposed policy.

HOLD for a future meeting.

3. Operations Department Summer Student Request

RECOMMENDATION

THAT Council of the City of Kenora approve the hiring of three (3) summer students for the Lake of the Woods Cemetery (for 18 weeks each for a total of 54 weeks) from April 28 – August 30, 2008; and

THAT Council of the City of Kenora approve the hiring of four (4) students for the Parks Department (for 14 weeks each for a total of 56 weeks) from May 20 – August 23, 2008; and

THAT Council of the City of Kenora approve the hiring of four (4) students for the Roads Department (for 14 weeks each for a total of 56 weeks) from May 20 – August 23, 2008; and

THAT Council of the City of Kenora approve the hiring of six (6) students for the Tourism Department: three (3) students (for 14 weeks each for a total of 42 weeks) from May 20 – August 23, 2008 and three (3) students (for 18 weeks each for a total of 54 weeks) from April 28 – August 30; and

THAT Council of the City of Kenora approve the hiring of one (1) student for the Water & Sewer Department (for a total of 15 weeks) from May 20 – August 30, 2008; and

THAT Council of the City of Kenora approve the hiring of two (2) students for the Solid Waste Department (for 15 weeks each for a total of 30 weeks) from May 20 – August 30, 2008; and further

THAT all positions approved are conditional upon Council approval of the 2008 City Operational Budgets.

Committee questioned the number of students being requested for the Tourism Department, noting that in the past there had only been an allocation of three. Rick was asked to review this request.

RPerchuk

***Following the meeting Rick submitted a revised report with an amended recommendation as set out below:**

AMENDED RECOMMENDATION:

THAT Council of the City of Kenora approve the hiring of three (3) summer students for the Lake of the Woods Cemetery (for 18 weeks each for a total of 54 weeks) from April 28 – August 30, 2008; and

THAT Council of the City of Kenora approve the hiring of four (4) students for the Parks Department (for 14 weeks each for a total of 56 weeks) from May 20 – August 23, 2008; and further

THAT Council of the City of Kenora approve the hiring of four (4) students for the Roads Department (for 14 weeks each for a total of 56 weeks) from May 20 – August 23, 2008; and

THAT Council of the City of Kenora approve the hiring of three (3) students for the Tourism Department: (for 14 weeks each for a total of 42 weeks) from May 20 – August 30, 2008; and

THAT Council of the City of Kenora approve the hiring of one (1) student for the Water & Sewer Department (for a total of 15 weeks) from May 20 – August 30, 2008; and

THAT Council of the City of Kenora approve the hiring of two (2) students for the Solid Waste Department (for 15 weeks each for a total of 30 weeks) from May 20 – August 30, 2008; and further

THAT all positions approved are conditional upon Council approval of the 2008 City Operational Budgets.

Amended Recommendation to go forward to Council.

JMcMillin

SOLID WASTE

4. Revised Curbside Collection

RECOMMENDATION

THAT the City of Kenora accepts the offer from Joe Johnson Equipment for the trade-in and purchase of two dual stream collection vehicles as tendered; and

THAT the City of Kenora withdraws an additional \$179,060.00 from the Solid Waste Reserves for the completion of this project and moves towards an enhanced collection system for the City of Kenora taxpayer; and further

THAT a communication plan for the City of Kenora taxpayer be implemented if the enhanced collection system is approved.

Rick reviewed his report with Committee and the justification for his recommendation. Essentially these changes would mean only four days of static residential pick-up, with one day still in place for ICI recyclable collection. With the recommended changes and reduction in fleet, overall operational expenses will be significantly reduced.

JMcMillin

Recommendation approved.

PARKS

5. Bear-Resistant Garbage Container Tender

RECOMMENDATION

THAT the following quotations, for bear-resistant garbage containers, as specified, be received: -

Hall-All Equipment Ltd. (Galvanized Steel – Above Ground)

Individual containers - \$ 1,267.14 (+ applicable taxes)
Ten (10) containers - \$12,671.40 (+ applicable taxes)

VQuip Inc. (Galvanized Steel – Above Ground)

Individual containers - \$1,303.70 (+ applicable taxes)
Ten (10) containers - \$13,037.00 (+ applicable taxes)

Alfa Products (Below ground – Plastic)

Individual Container – \$ 475.00 + applicable taxes
Ten (10) containers - \$4,750.00 + applicable taxes

THAT the quotation submitted by Hall-All Equipment (Galvanized steel – above ground) 6 x \$1,267.14 plus applicable taxes and the quotation submitted by Alfa Products (rugged plastic – below ground) (5 x \$475.00 plus applicable taxes) for a total cost of \$9,977.84 plus applicable taxes, be accepted.

Recommendation approved.

JMcMillin

Rick explained the City has received a grant in the amount of \$10,000.00 towards this program.

6. Columbarium Inscription Tender

RECOMMENDATION

THAT the following quotations, for on-site lettering of 3 (three) – 98 niche, solid granite columbariums located at the Lake of the Woods Cemetery for 2008, 2009 & 2010, as specified, be received, and further;

M.C. DeLandes Monuments & Memorials

\$250.00 for primary inscription on each individual niche
75.00 for secondary inscription on each individual niche
50.00 for third inscription on same niche

Quinn & Simpson Co. Ltd.

\$376.00 for primary inscription on each individual niche
75.00 for secondary & supplemental inscription on each Individual niche

THAT the quotation submitted by M.C. DeLandes Monuments & Memorials, in the amount of \$250.00 (primary inscription), \$75.00 (secondary inscription) & \$50.00 (third inscription) on each individual niche, (plus applicable taxes) be accepted for a three year term – 2008, 2009 & 2010.

Recommendation approved.

JMcMillin

7. Seasonal Labourers

RECOMMENDATION

THAT Council of the City of Kenora approves the hiring of two seasonal

parks labourers for a total of 57 weeks between April – December, 2008; and further that all positions approved are conditional upon Council approval of the 2008 City Operational Budgets.

Recommendation approved.

JMcMillin

BUILDING

8. Lease Renewal – 243 Rabbit Lake Road

RECOMMENDATION:

THAT Council hereby gives notice to William Creighton Youth Services of the intent to terminate the existing Lease Agreement effective March 31, 2008; and

THAT Council hereby agrees that a new five (5) year lease be entered into effective April 1, 2008 at the current rate, plus a 3% escalation fee; and

THAT a 2% escalation fee be instituted annually for the term of the lease; and further

THAT once the new lease has been prepared three readings be given to a bylaw for this purpose.

A discussion ensued on the percentage with respect to subsequent years from 2% to 3% which is standard in other leases.

AMENDED RECOMMENDATION:

THAT Council hereby gives notice to William Creighton Youth Services of the intent to terminate the existing Lease Agreement effective March 31, 2008; and

THAT Council hereby agrees that a new five (5) year lease be entered into effective April 1, 2008 at the current rate, plus a 3% escalation fee; and

THAT a 3% escalation fee be instituted annually for the term of the lease; and further

THAT once the new lease has been prepared three readings be given to a bylaw for this purpose.

Recommendation approved (resolution and by-law), subject to Rick advising Creighton on the increase in the escalation fee and if they wish to proceed on this basis.

**JMcMillin/
RPerchuk**

OTHER BUSINESS

- **Renewal of a Contract – KGS Group**

RECOMMENDATION:

THAT Council give three readings to a by-law to amend By-law Number 16-2006 for the purpose of authorizing the extension of a contract between the Corporation of the City of Kenora and KGS Group.

Recommendation approved (resolution and by-law).

**JMcMillin/
TRickaby**

It was noted there is no change in fee structure, only a change to accommodate the time factor as the contract expired at the end of December, 2007.

NEXT MEETING

- Monday, March 10, 2008

Motion required adjourning to Closed Meeting Session:

THAT this meeting be now declared closed at 5:27 p.m.; and further

THAT pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Council to move into a Closed Session to discuss items pertaining to the following: -

- i) Labour Relations
- ii) Disposition of Land Matter

As there were no reports brought forward to the regular meeting as a result of the Closed Session, the meeting adjourned at 6:25 p.m.