



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

Held Monday, February 9, 2009
City Council Chambers
4:00 p.m.

PRESENT: Mayor Compton
Councillor W. Cuthbert
Councillor C. Drinkwalter
Councillor D. McCann
Councillor A. Poirier
B. Preisntanz, CAO
J. McMillin, City Clerk
R. Perchuk, Operations Manager
S. McDowall, HR Manager
C. Neil, Recreation Services Manager
H. Kasprick, Customer Services Coordinator

REGRETS: Councillor R. McMillan
Councillor C. Van Walleghem

FINANCE & ADMINISTRATION COMMITTEE

February 9, 2009 at 4:00 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 17 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. Drinkwalter, Seconded by A. Poirier & Carried:
THAT the Minutes of the last regular meeting held January 12, 2009 be confirmed as written and filed.

D. STANDING COMMITTEE DEPUTATIONS:-

Reynold Kroeker – Anicinabe Seasonal Campers.

Mr. Kroeker was unable to attend due the weather conditions from Winnipeg and Councillor McCann read his deputation for the public record.

In summary, and on behalf of the Anicinabe Park Seasonal Campers, Mr.

Kroeker requests that seasonal camping continue to be allowed at Anicinabe Park under the new tender. The group of sixteen (16) seasonal families wish to be able to stay together as a community at the Park.

At 4:30 p.m., Bernd Richardt & Brad Edie of the Kenora Public Library Board attended the meeting.

Mr. Richardt thanked Committee for taking time to meet with them to receive input on their Strategic Plan. Mr. Richardt noted today’s information gathering will be a very informal process. They would like to go through a number of questions with Council and receive their feedback with respect to using the Library. Mr. Richardt circulated the short survey to Committee and exchanged questions and answers, while Mr. Edie recorded the information. The gentlemen were thanked for attending and left the meeting at 5:15 p.m.

E. REPORTS

Councillor McCann, Vice-Chair, Chaired the meeting.

1. Finance & Administration – Summer Student

RECOMMENDATION:

THAT Council hereby approves the hiring of a summer student to both act as relief cashier and perform parking ticket processing in the Finance & Administration department; and further

THAT this position be conditional upon approval of the 2009 Municipal Budget.

Recommendation approved.

JMcMillin

2. Proclamation Request – March as “Epilepsy Awareness Month” and March 26 as “Purple Day”

RECOMMENDATION:

THAT the Mayor be and is hereby authorized to proclaim the month of March, 2009 as “Epilepsy Awareness Month” and Thursday, March 26 as “Purple Day” in and for the City of Kenora.

Committee requested Proclamation items remain with the Clerk for approval at her discretion. The Clerk advised the Policy on Proclamations will have to be amended to reflect this change.

JMcMillin

3. POA Court House Lease Agreements

THAT Council of the City of Kenora approve the License agreements with the Ontario Realty Corporation for leasing space in the Kenora and Red

Lake Court House Facilities for the Provincial Offences Court for a five year term ending December 31, 2013; and

THAT Council give three readings to a By-law authorizing the License agreements.

Recommendation approved (resolution and by-law).

**JMcMillin
HKasprick**

4. Hiring Policy

RECOMMENDATION:

THAT Council of the City of Kenora give three readings to a by-law, authorizing the amendment to the City of Kenora – Non-Union Recruitment Policy HR1-1.

Recommendation approved (resolution and by-law).

**JMcMillin
HKasprick**

Committee requested that as a cost savings measure that advertising only be done on the Portal and not in any other form for recruitment purposes.

SMcDowall

5. Municipal Insurance Coverage

RECOMMENDATION:

THAT the City of Kenora issue a Request for Proposal for the provision of Municipal Insurance coverage for the period beginning July 1, 2009 and ending June 30, 2010.

Recommendation approved.

JMcMillin

6. Proclamation Request – March 4, 2009 IBCLC Day

RECOMMENDATION:

THAT the Mayor be and is hereby authorized to proclaim the day of March 4, 2009 as "International Board Certified Lactation Consultants (IBCLC)" in and for the City of Kenora.

Committee requested this Proclamation item remain with the Clerk for approval at her discretion.

JMcMillin

OTHER BUSINESS

N/A

ITEMS ON HOLD:

- **Draft Policy – Political Contributions**

NEXT MEETING

- **Monday, March 2, 2009.**



COMMUNITY SERVICES COMMITTEE MINUTES

February 9, 2009 at 4:15 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 17 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 W. Cuthbert, Seconded by A. Poirier, & Carried:-

THAT the Minutes from the last regular meeting held January 12, 2009 be confirmed as written and filed.

D. REPORTS:

Councillor Drinkwater, Vice-Chair, Chaired the meeting.

1. Follow-up - Library Board Presentation

N/A

2. LOW Sports Association 24th Annual Sports Banquet

RECOMMENDATION:

THAT Council support the Lake of the Woods Sports Association 24th Annual Sports Banquet in the form of a donation of \$200.00; and further

THAT Councillor Chris Van Walleghem be authorized to attend the banquet and all eligible expenses in accordance with Council's Travel & Per Diem Policy be hereby authorized.

Recommendation approved.

3. KAR – Tourism Kenora - Service Delivery Review 2009

RECOMMENDATION:

THAT Council adopt the KAR proposal for the delivery of services as identified in their proposal for 2009-10 and present the proposed \$10,000 annual expenditure for tables and chairs to the 2009 budget for discussion and final decision; and

JMcMillin

THAT KAR and Tourism Kenora work co-operatively in promoting and attracting additional special events and attractions to the City of Kenora, as a team approach and through participation at the respective committee meetings; and

THAT Kenora Tourism operate the Travel Information Centre on Hwy 17 E on a year round basis and provide seasonal visitor information at the Pavilion; and further

THAT the Special Events Coordinator position be recruited for a one year term on the condition that external, third party funding be acquired for a minimum of 50% of the cost.

Recommendation approved.

JMcMillin

4. Student Wages

RECOMMENDATION:

THAT Council of the City of Kenora authorize the increase and implementation of the wage step level plan for the minimum wage staff in Recreation department, as outlined below:

Concession	Step 1 - Start	Step 2 - Experience
Student -17 yrs & under	\$8.90 (Ontario min. wage)	\$9.30
Adult -18 yrs & over	\$9.50 (Ontario min. wage)	\$9.90

Rink Attendants	Step 1 - Start	Step 2 - Experience
Students - 17 yrs & under	\$8.90 (Ontario min. wage)	\$9.30
Students - 18 yrs & over	\$9.50 (Ontario min. wage)	\$9.90

Desk Attendants	Step 1 - Start	Step 2 - Experience
Students - 17 yrs & under	\$8.90 (Ontario min. wage)	\$9.30
Students - 18 yrs & over	\$9.50 (Ontario min. wage)	\$9.90

THAT the graduation to Step 2 is pending satisfactory performance and all Concession and Rink Attendant staff will remain strictly seasonal with interested staff being required to re-apply annually.

JMcMillin

Recommendation approved.

4A. Student Wages – Pool Staff

THAT Council approves the recommendation from the Leisure Services Committee to accept the following wage plan for non-unionized student pool staff; and further

THAT all wages take effect March 31, 2009 in keeping with the mandatory minimum wage increase date.

POOL STAFF	CURRENT WAGE	PROPOSED		
		Start Rate	Step 1 (After 1 year of service & acceptable performance)	Step 2 (After 2 years of service & acceptable performance)
Pool Attendant	8.20	8.20 (min. wage)	8.90 (min. wage 2009)	9.60 (min. wage 2010)
In-service and/or Meeting	8.20	8.20 (min. wage)	8.90 (min. wage 2009)	9.60 (min. wage 2010)
Assistant Instructor	8.20	10.80	11.30	11.80
Assistant Guard	8.50	10.80	11.30	11.80
Lifeguard	10.00	11.35	11.85	12.35
Instructor	10.00	11.35	11.85	12.35
Lifeguard & Instructor	10.00	11.50	12.00	12.50

A discussion ensued on these wages and it was noted Kenora is lower than other municipalities in the area, i.e. Fort Frances and Dryden. It was questioned if there should be a percentage increase shown in these tables.

Committee discussed these increases are substantial and perhaps the Recreation Services Manager should consult with the HR Manager regarding these rates. Councillor Poirier doesn't know what the total cost is to the City when it is presented in this fashion and would like to see cost comparisons for the pool staff. The CPI was referred to for comparison purposes on these wages.

CNeil

This item is to remain on hold following a further review and updated information from the Recreation Services Manager.

HOLD

5. Diamonds & Ice Tournament

RECOMMENDATION:

THAT Council of the City of Kenora declare the 15th Annual Diamonds & Ice Hockey & Baseball Tournament a Community Festival; and further

THAT the 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. July 31 st , 2009	Sat. August 1, 2009	Sun. August 2, 2009
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 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 July 31, 2009 to Monday August 3, 2009 at 8:00 a.m. in the interest of public safety.

Recommendation approved.

Committee was advised Kenora has not had any problems in the past with the Municipal Alcohol Policy and the Policy is signed off for the liquor license, and with the various agencies, i.e. police, health unit, smart serve cards, etc. This approval is proof of the groups’ intention to adhere to the policy.

6. NAFN Tournament of Champions 2009

RECOMMENDATION:

THAT Council of the City of Kenora hereby authorizes a grant of \$3,000.00 for the use of the Kenora Recreation Centre for the 20th Annual Tournament (NAFN Hockey Tournament) being held in Kenora on April 9 - 12, 2009.

It was questioned if this group’s Financial Statement is requested prior to authorizing the grant and if not we should be receiving a copy of it as we do for other groups that receive a grant.

Colleen will check with the group about their Financial Statement and will report back at next month’s meeting.

JMcMillin

HOLD

CNeil

7. Summer Students – Castle of Learning

RECOMMENDATION:

THAT Council approves the hiring of one (1) summer students for The Castle of Learning and Discovery Children’s Centre for 12 weeks Starting June 15, 2009 and ending August 28, 2009; and further

THAT these positions be conditional upon approval of the 2009 Municipal Budget.

Recommendation approved.

JMcMillin

OTHER BUSINESS

N/A

NEXT MEETING

- **Monday, March 2, 2009.**



OPERATIONS STANDING COMMITTEE MINUTES

February 9, 2009 at 5:30 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 17 Meeting:

- *A by-law amendment to Tariff of Fees By-law #147-2007 to incorporate a charge for Commercial Roll-Out Containers delivered to the Transfer Station.*
- *To amend the Agreement, as per By-Law #102-2008, for the purpose of authorizing the extension of a contract and associated upset fee between the Corporation of the City of Kenora and KGS Group.*

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 A. Poirier, & Carried:-
THAT the Minutes from the last regular meeting held January 12, 2009 be confirmed as written and filed.

D. REPORTS

1. Downtown Revitalization-Phase 1-KGS Contract Administration Fee

RECOMMENDATION:

THAT Contract Administration Services Agreement between the Corporation of the City of Kenora and KGS for the Downtown Revitalization Phase 1 Project be amended to increase the upset limit from \$336,328.00, plus GST to \$457,970.00, plus GST; and

THAT approval be granted to extend the term of the Agreement to be no later than December 31st, 2009; and further

THAT Council give three readings to a by-law to amend the Agreement, as per By-Law #102-2008, for the purpose of authorizing the extension of a

contract and associated upset fee between the Corporation of the City of Kenora and KGS Group.

Committee agreed that the words 'upset' be removed from the recommendation.

AMENDED RECOMMENDATION:

THAT Contract Administration Services Agreement between the Corporation of the City of Kenora and KGS for the Downtown Revitalization Phase 1 Project be amended to increase the limit from \$336,328.00, plus GST to \$457,970.00, plus GST; and

THAT approval be granted to extend the term of the Agreement to be no later than December 31st, 2009; and further

THAT Council give three readings to a by-law to amend the Agreement, as per By-Law #102-2008, for the purpose of authorizing the extension of a contract and associated fee between the Corporation of the City of Kenora and KGS Group.

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

**JMcMillin/
HKasprick**

**2. Accept Terms of Reference–Environmental Advisory Committee
RECOMMENDATION:**

THAT Council of the City of Kenora give three readings to a by-law establishing an Environmental Advisory Committee to provide advice and direction to City Council to maximize opportunities for citizens, organizations, businesses and government to be good stewards of the environment; and further

THAT Councillor Rory McMillan be appointed as a member to the Environmental Advisory Committee and Councillor David McCann be appointed as alternative.

Recommendation approved.

JMcMillin

**3. Amendment to Tariff of Fees By-Law
RECOMMENDATION**

THAT Council hereby repeals By-Law Number 182-2008, being a By-Law to designate a charge for Commercial Roll-Out containers dropped off at the Transfer Station, in order that a new clause may be added as follows:-

1. THAT an addition to Section 23 (Solid Waste) be added and inserted into Schedule "D" to By-law 147-2007 for inclusion of a Commercial Recycling drop off charge as follows:

Roll-Out Containers delivered to the Transfer Station - \$2.00/container; and further

THAT Council give three readings to a new by-law to Amend Schedule "D" to Tariff of Fees & Charges By-law #147-2007, Section 23 (Solid Waste) regarding a charge for Commercial Roll-Out Containers delivered to the Transfer Station.

Recommendation approved (resolution and by-law).

**JMcMillin/
HKasprick**

4. Municipal Support for Earth Hour and Energy Conservation Week

RECOMMENDATION

THAT Council of the City of Kenora, being an AMO member municipality, endorse the support of the World Wildlife Fund Earth Hour, by turning off the lights in municipal buildings, encouraging other sectors to participate, measuring energy drop during the event by working with the local distribution company, and engaging residents in post-Earth Hour activities that encourage individual action by highlighting programs and incentives; and further

THAT the Earth Hour event is to be held on Saturday, March 28, 2009, 8:30 a.m. – 9:30 p.m.

It was noted the recommendation is to be amended to reflect that buildings being utilized during this time period would not participate, i.e. Police Services, Recreation Centres, etc., and that the time frame is for one hour only, from 8:30 p.m. to 9:30 p.m.

AMENDED RECOMMENDATION:

THAT Council of the City of Kenora, being an AMO member municipality, endorse the support of the World Wildlife Fund Earth Hour, by turning off the lights in **non-used** municipal buildings, encouraging other sectors to participate, measuring energy drop during the event by working with the local distribution company, and engaging residents in post-Earth Hour activities that encourage individual action by highlighting programs and incentives; and further

THAT the Earth Hour event be held on Saturday, March 28, 2009, from 8:30 p.m. to 9:30 p.m.

Recommendation approved as amended.

JMcMillin

5. Mink Bay Walking Trail – Two Viewing Sites

RECOMMENDATION

THAT approval be given to Kenora Urban Trails Committee to proceed with the plans to develop two viewing sites for the Mink Bay Walking Trail; and further

THAT a grant in the amount of \$4,000.00 was received from the Ministry of Natural Resource's Community Fisheries and Wildlife Involvement Program for the funding of 2 granite benches, 2 signs and 1 railing; and further,

THAT the City of Kenora assume any insurance requirements, as is customary for other trails on City property.

Recommendation approved.

JMcMillin

6. Coney Island Shuttle

RECOMMENDATION

That Council of the City of Kenora receive the following proposals to operate a shuttle service to Coney Island from the Harbourfront docks:

- Scott Green, Green Adventures
- John O'Flaherty, Kenora Marine Transportation Services
- ~~Jennifer Schett~~; Proposal Withdrawn

and further,

THAT the proposal from John O'Flaherty be accepted for purposes of negotiating an agreement acceptable to both parties for the 2009 and 2010 boating season with a further two year extension as may be mutually agreed.

Recommendation approved.

JMcMillin

7. Boat Docking Fees

RECOMMENDATION

THAT Council of the City of Kenora hereby establish the following seasonal docking rate fees for the following City wharfs for 2009:

1. Keewatin and Harbourfront 'C' Dock - \$450.00 effective 2009 boating season
2. Water Street Dock - \$300.00 effective 2009 boating season; and further

THAT a 5% increase be approved for each of the 2010 and 2011 boating seasons; and further

THAT a new seasonal docking rate for the Coney Island north docks be establish at \$300.00 effective the 2009 boating season; and further

THAT Coney Island residents residing within the interior lots be given first opportunity to rent the Coney Island north docks; and further

THAT the revenue from the seasonal docking fees be transferred to a Wharf Replacement Reserve for future wharf repairs and replacement.

Committee agreed to illustrate the cost as 'per slip' in the recommendation, together with the 5% increase for the Coney Island north docks.

AMENDED RECOMMENDATION:

THAT Council of the City of Kenora hereby establish the following seasonal

docking rate fees for the following City wharfs for 2009:

1. Keewatin and Harbourfront 'C' Dock - \$450.00/slip effective 2009 boating season;
2. Water Street Dock - \$300.00/slip effective 2009 boating season; and

THAT a 5% increase be approved for each of the 2010 and 2011 boating seasons; and

THAT a new seasonal docking rate for the Coney Island north docks be established at \$300.00/per slip effective the 2009 boating season with a 5% increase being approved for each of the 2010 and 2011 boating seasons; and

THAT Coney Island residents residing within the interior lots be given first opportunity to rent the Coney Island north docks; and further

THAT the revenue from the seasonal docking fees be transferred to a Wharf Replacement Reserve for future wharf repairs and replacement.

Recommendation approved as amended (resolution only at this time). JMcMillin

8. Anicinabe Park Concession Building Repairs

RECOMMENDATION:

THAT the following two (2) request for quotations, for the rehabilitation of the perimeter and basement drainage at the Anicinabe Park Concession building, be hereby received, (GST extra)

LMD Contracting	\$13,700.00
Sierra Construction	\$12,840.00

AND FURTHER THAT the submission received from Sierra Construction, in the amount of \$12,840.00, GST extra, be hereby accepted.

Recommendation approved. JMcMillin

9. Coney Island Winter Road Maintenance - Tax Credit

RECOMMENDATION:

THAT staff be directed to contact the resident of Coney Island to advise that the Corporation of the City of Kenora will not perform maintenance operations or adopt a policy to provide financial assistance for private works.

Recommendation approved. JMcMillin

10. 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, 2009; and further

THAT these positions are conditional upon Council approval of the 2009 City Operational Budgets.

Recommendation approved.

JMcMillin

11. Summer Students

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 27 – August 28, 2009; and further

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 11 – August 14, 2009; 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 11 – August 14, 2009; and further

THAT Council of the City of Kenora approve the hiring of one (1) student for the Water & Sewer Department (for a total of 16 weeks) from May 11 – August 28, 2009; and further

THAT Council of the City of Kenora approve the hiring of two (2) students for the Solid Waste Department (for 16 weeks each for a total of 32 weeks) from May 11 – August 28, 2009; and further

THAT these positions are conditional upon Council approval of the 2009 City Operational Budgets.

Recommendation approved.

JMcMillin

OTHER BUSINESS

- **Re-instatement of disabled parking spaces – Main Street**

Councillor McCann explained there was a request received to re-instate those disabled parking spaces along Main Street that were removed as a result of the recent downtown revitalization, specifically by Penner's Jewellers and the Scotia Bank. Mr. Perchuk's report on this matter was reviewed and the justifications for not placing disabled stalls in parallel spaces, noting the City has increased the number of disabled spaces on Main Street from three to six.

Committee concurred with the Operations Manager's Report and Ms Mineault is to be advised in writing by Mr. Perchuk's Office of the reasons for the changes and that the status-quo will remain.

RPerchuk

- **Ontario Works Lease**

As of April 1st DSAB will have to deal with this matter. We would have to terminate the lease in accordance with the time frames for changes from the City to DSAB – information only at this time.

NEXT MEETING

- **Monday, March 2, 2009.**

ADJOURNMENT

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

THAT this meeting now stands adjourned at 6:10 p.m.