



**Minutes**  
of the  
**Emergency Services**  
**Finance & Administration**  
**Community Services**  
**Operations**  
**Committees of Council**  
Tuesday, August 3, 2010  
3:30 p.m.  
City Council Chambers

**PRESENT:** Mayor Compton  
Councillor W. Cuthbert  
Councillor C. Drinkwalter  
Councillor D. McCann  
Councillor R. McMillan  
Councillor C. Van Walleghem  
K. Brown, CAO  
R. Perchuk, Operations Manager  
C. Neil, Recreation Services Manager  
S. McDowall, Human Resources Manager  
W. Brinkman, Fire & Emergency Services Mgr  
H. Kasprick, Deputy Clerk

**REGRETS:** Councillor J. Parson  
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## **Emergency Services Committee Minutes**

### **A. Public information Notices**

Take Notice that in keeping with Notice By-law #144-2007 Council intends to approve the following at its August 9, 2010 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 Standing Committee Minutes**

Moved by R. McMillan, Seconded by D. McCann & Carried:-  
**That** the Minutes of the last regular meetings of the Regular Standing Committee meetings held July 5, 2010 be confirmed as written and filed.

**D. Standing Committee Deputations:-**

**E. Reports:**

**1. Township of Ear Fall Resolution support**

**Recommendation:**

**That** Council endorse and support Township of Ear Falls' Fire Chief Gary Gazankas' letter of 16 June 2010 to Kenora District Municipal Association President Garry Parkes regarding Fire Department Capital and Operational Funding; and further

**That** Council endorse and support the Township of Ear Falls' Resolution No. 276-10 requesting all member municipalities of the Kenora District Municipal Association to petition the Ontario Government for an increase to capital grants to assist Fire Departments in the North.

**Recommendation approved.**

**HKasprick**

**Next Meeting:**

Tuesday, September 7, 2010



## **Finance & Administration Committee Minutes**

**August 3, 2010 at 3:35 p.m.**

### **A. Public Information Notices**

**Take Notice that in keeping with Notice By-law #144-2007 Council intends to approve the following at its August 9, 2010 Meeting:**

- Amend the 2010 Municipal Operating and Municipal Five Year Capital Plan from the Video Reserves in the amount of \$12,500.00 to acquire and install Point to Point wireless video surveillance system for the CP Pedestrian Walkway
- amend its 2010 Municipal Operating and Municipal Five Year Capital Plan and 2010 Solid Waste Budgets to reflect transfers of various City funds

### **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**

None Declared.

### **C. Reports:**

#### **1. 2010 Northern Networks Conference**

**Discussion:** Dennis Wallace, Chair of the Development Commission advised that the EDO will be attending this conference and representing the City. There will be no Council representation.

#### **2. Change in Committee Structure**

**Recommendation:**

**That** as recommended by the City Clerk, Council hereby amends its present Governance Model from a Standing Committee structure to a Committee of the Whole structure, with the exception of the Property & Planning Standing Committee; and

**That** Council gives direction to the City Clerk to prepare the applicable revised by-law to establish Rules of Order and Procedures for the Council of the City of Kenora, to reflect the governance modification throughout the by-law; and

**That** this by-law be presented prior to the end of this term of Council with the by-law taking effect and coming into force in December, 2010; and further

**That** By-law Number 29 -2009 be and is hereby repealed.  
**Recommendation approved** (resolution & by-law).

**JMcMillin**

**3. IBEW Negotiations – Water Plant**

**Recommendation:**

**That** Council of the City of Kenora give three readings to a by-law, authorizing an agreement between the Corporation of the City of Kenora and IBEW Local 559 – Water Plant Unit for the term January 1, 2010 to December 31, 2012.

**HKasprick**

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

**4. Establishment of Audit Committee for the 2010 Election**

**Recommendation:**

**That** as recommended by the City Clerk in accordance with the Municipal Elections Act, 1996, as amended, the Council of the Corporation of the City of Kenora hereby approves the following actions as they relate to the legislative requirement of appointing a Compliance Audit Committee for the 2010 Municipal Election, with a term to expire November 30, 2014:

1. The City Clerk work with other interested area municipalities to recruit applicants for a Joint Compliance Audit Committee;
2. The City Clerk prepare a Terms of Reference in conjunction with those area municipalities that will participate in the Joint Compliance Audit Committee, following which same shall be adopted by by-law prior to October 1, 2010, together with a resolution appointing the Members of the Joint Committee;
3. Should a Joint Compliance Audit Committee not come to fruition amongst the area municipalities, the City Clerk be authorized to proceed on the basis of establishing a Compliance Audit Committee for the City of Kenora.

**JMcMillin**

**Recommendation approved.**

**5. Lake of the Woods Development Commission Council Representation**

**Recommendation:**

**That** Council of the City of Kenora hereby indicate the level of Council involvement on the Board of Directors of the Lake of the Woods Development Commission; and further

**That** the resignation of Mayor Len Compton from the Board of Directors at the Annual General Meeting of the Lake of the Woods Development Commission be acknowledged.

**Amended Recommendation:**

**That** Council of the City of Kenora hereby indicate the level of Council involvement on the Board of Directors of the Lake of the Woods Development Commission; and further

**That** the resignation of Mayor Len Compton and Councillor Rory McMillan from the Board of Directors of the Lake of the Woods Development Commission be acknowledged.

**Amended recommendation approved.**

**6. Various Committee Minutes**

**Recommendation:**

**That** Council hereby adopts the following Minutes from various City of Kenora Committees:

- May 26, 2010 – Kenora Police Services Board; and

**That** these Minutes be circulated and ordered filed.

**Recommendation approved.**

**Discussion:**

It was questioned if the Auditorium committee has had the opportunity to meet yet. Councillor Rory indicated he plans to call a meeting in the near future that would have enough attendance to meet quorum requirements.

**7. Tangible Capital Asset Policy Amendment**

**Recommendation:**

**That** Council hereby approves a revised Tangible Capital Asset Policy #FI-6-1; and further

That Council give three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

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

**8. Video Surveillance-CP Pedestrian Bridge**

**Recommendation:**

**That** Council of the City of Kenora hereby authorize withdrawl from the Video Reserve in the amount of \$12,500.00 to acquire and install Point to Point wireless video surveillance system for the CP Pedestrian Walkway; and

**That** in accordance with Notice Bylaw Number 144-2007, public notice is hereby given that Council intends to amend its 2010 Municipal Operating

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and Municipal Five Year Capital Plan by by-law at its August 09<sup>th</sup> meeting; and further

**That** Council hereby give three readings to a by-law to amend the 2010 budget for this purpose.

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

**9. NWHU Water Quality at Beaches-Notices**

**Discussion:** The NWHU has sent a letter to the City regarding the implementation of permanent warning signs regarding water quality at all municipal beaches. The City promotes their beaches and it is a negative effect on tourism to have permanent posted signs warning of health hazards. The City would like to ask the NW Health Unit not to post these signs and look for an alternative solution to these signs. The CAO will send a letter to the NWHU requesting further discussion and alternate solutions.

**10. Changes to 2011 Census**

**Discussion:** Received a request from NOMA to support a resolution to retain the long form for census information. There has been no information from NOMA with concrete information as to what information they require from these forms. Until further information is received as to the benefits and necessity of these forms, Council agreed to not bring this forward for resolution.

**11. Procurement & Use of City supplied Cellular Phone Policy**

**Recommendation:**

**That** Council hereby approves a Employee Cell Phone Policy #HR-2-22; and further

**That** Council give three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

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

**12. Emergency Hours of Work Policy**

**Recommendation:**

**That** Council hereby approves an Emergency Hours of Work Policy #HR-2-21; and further

**That** Council give three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

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

**13. Budget Amendments**

**Recommendation:**

**That** Council hereby approves amending its 2010 capital and solid waste

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budgets to transfer \$3,995 from the Recycling Collection Depots and \$3,995 from the Solid Waste Collection Depots to the Waste / Recycling Truck, these projects belonging within the Solid Waste and Recycling departments as appropriate; and

**That** Council hereby approves amending its 2010 capital budget to transfer \$10,000 from the Operations Facility Compressor project and \$10,000 from the Operations Facility Fencing Project and \$2,621 from the Garage & Shop Tools & Equipment to the Tandem Axle Plow Truck, these projects belonging within the Operations department; and

**That** Council hereby approves amending its 2010 capital budget to transfer \$1,817 from the Parks Riding Mower to the Coney Island Band Stand Project, these projects belonging within the Parks department; and

**That** in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2010 Municipal Operating and Municipal Five Year Capital Plan and 2010 Solid Waste Budgets by by-law at its August 9<sup>th</sup> meeting; and further

**That** Council hereby gives three readings to a by-law to amend the 2010 budget for this purpose.

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

#### **14. Designation of Authority to CAO- Lame Duck Council**

##### **Recommendation:**

**Whereas** under Section 275 of the Municipal Act, Kenora City Council will be subject to various restrictions under the Restricted Acts After Nomination Day provision; and

**Whereas** the City CAO has the authority to hire or dismiss any City employee that is not considered an officer of the municipality;

##### **Now therefore, let it hereby be resolved as follows:**

**That** the City CAO be delegated the following authorities effective 10 September 2010:

- The appointment or removal from office of any officer of the municipality;
- The hiring or dismissal of any officer of the municipality; and

**That** this delegation of authority remains in effect until the swearing in of the new City of Kenora Council, following the 2010 municipal election.

##### **Amended Recommendation:**

**Whereas** under Section 275 of the Municipal Act, Kenora City Council will

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be subject to various restrictions under the Restricted Acts After Nomination Day provision; and

**Whereas** the City CAO has the authority to hire or dismiss any City employee that is not considered an officer of the municipality;

**Now therefore, let it hereby be resolved as follows:**

**That** the City CAO be delegated the following authorities effective 10 September 2010:

- The appointment or removal from office of any officer of the municipality;
- The hiring or dismissal of any officer of the municipality; and

**That** this delegation of authority remains in effect until the swearing in of the new City of Kenora Council, following the 2010 municipal election.

That the appropriate by-law be passed for this purposes.

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

#### **15. Procurement Policy Update**

**Recommendation:**

**That** Council hereby approves a revised Procurement Policy #FI-1-1; and further

**That** Council give three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

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

#### **16. Monthly Financial Statements**

**Recommendation:**

**That** Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at June 30, 2010.

**Recommendation approved.**

#### **17. Litter, Yard Waste & Property Maintenance By-law**

**Amendment**

**Recommendation:**

**That** Council of the City of Kenora hereby approves the amendment to the Litter, Yard Waste and Property Maintenance by-law; and further

**That** Council give three readings to a by-law to adopt this amendment.

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

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**Items on Hold:**

- NWHU Governance Matters

**Next Meeting:**

Tuesday, September 7, 2010



## Community Services Committee Minutes

August 3, 2010 at 4:10 p.m.

### A. Public Information Notices

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. Reports:

#### 1. Recreation Centre Department Second Quarter Report

##### Recommendation:

**THAT** Council accept the July, 2010 Second Quarter Report for the Recreation Department.

##### Recommendation approved.

**Discussion:** Recreation Services Manager Colleen Neil noted that the department is meeting all of the revenue and expenditures projections. Pool rentals are down slightly but programs and memberships are stable or increased. The lighting project is now complete and the boards and glass are removed and the new system will be installed beginning next week following the Agricultural Fair.

##### New Item Added:

#### 2. NW International Rowing Association Regatta – 2010

##### Recommendation:

**That** Council of the City of Kenora acknowledge the Northwest International Rowing Association Regatta held by the Kenora Rowing Club on August 13 & 14 2010 on Rabbit Lake; and

**That** approvals be granted as outlined below in conjunction with the above-noted Special Event;

1. A variance be granted for the motor size on Rabbit Lake as set out by By-law No. 15302005; need to operate 25-50 h.p. motors to keep up to the racing boats to ensure their safety on the water for the date above.
2. The event buoys to be placed in the water 2-3 (two to three) days

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Prior to the event, to be removed the following week by the Kenora Rowing Club.

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**Recommendation approved.**

**Items on Hold:**

N/A

**Next Meeting:**

Tuesday, September 7, 2010



## Operations Standing Committee Minutes

August 3, 2010 at 4:15 p.m.

### A. Public Information Notices

**Take Notice that in keeping with Notice By-law #144-2007 Council intends to approve the following at its August 9, 2010, Meeting:**

- Amend the 2010 solid waste budgets for the purchase of a transport truck to reflect funding through the Continuous Improvement Fund of \$80,000, representing a total budgeted purchase cost of \$160,000
- amend its 2010 Solid Waste Budget in the amount of \$5,000 for the purpose of reinstalling the hook system for a new roll out truck new chassis

### B. Declaration of Pecuniary Interest

#### 1) On Today's Agenda

#### 2) From a Meeting at which a Member was not in Attendance

There were none declared.

### C. Reports:

#### 1. Discharge of Firearms by-law Amendment

##### Recommendation:

**That** Council give three readings to amend By-Law No. 126-2010 a By-law to Regulate the Discharge of Firearms, Air-Guns, Spring-Guns, Cross-Bows, Long-Bows or Any Class or Type Thereof to include the addition of trained Bear Wise personnel as follows:

#### 2. Definition / Interpretation

- (e) "**Officer**" means a Police Officer of the Ontario Provincial Police Service and includes a constable with the Royal Canadian Mounted Police, a Municipal Law Enforcement Officer and a By-Law Enforcement Officer for the City of Kenora, a Conservation Officer or a Deputy Conservation Officer of the Ministry of Natural Resources, and any other person authorized to enforce the *Ontario Fish and Wildlife Conservation Act, R.S.O. 1997, or the Firearms Act, R.S.C. 1995, c.39, including trained & authorized Bear Wise personnel.*

**Recommendation approved** (resolution & bylaw).

**Discussion:** Clarification was requested in section 5.1 generally in particular to 5.1.4 staff member. Rick Perchuk will review and submit

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clarification prior to Monday. Mayor Compton requested this by-law be reviewed by the City Solicitor.

## **2. Highway Tractor-By-Law#130-2010 Amendment**

### **Recommendation:**

**That** Council hereby approves an amendment to By-law #130-2010 for the purchase of a transport truck to reflect funding through the Continuous Improvement Fund of \$80,000, representing a total budgeted purchase cost of \$160,000; and

**That** in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2010 Solid Waste Budgets by by-law at its August 9<sup>th</sup> meeting; and further

**That** Council hereby gives three readings to a by-law to amend the 2010 Solid Waste Budgets for this purpose.

**Recommendation approved** (resolution & bylaw).

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## **3. Animal Control By-Law**

### **Recommendation:**

**That** Council hereby approves amending By-Law No. 20-2001 "A By-Law to Regulate the Keeping of Animals within the City of Kenora" to provide a consistent, effective and enforceable document ; and,

**That** Council give three readings to a By-Law for this purpose.

**Recommendation approved** (resolution & bylaw).

**HKasprick**

### **Discussion:**

Councillor Cuthbert received feedback from one of the Committee members for a small addition to the by-law prior to approval pertaining to the care of cats that is similar to the care of dogs.

## **4. Agreement with Jarnel Contracting Ltd.**

### **Recommendation:**

**Whereas** the Council of the Corporation of the City of Kenora accepted the tender of Jarnel Contracting Ltd. to provide the construction of Lake of the Woods Plaza/Festival Area for the Downtown Revitalization Contract 400,

**Now Therefore** the Council of The Corporation of the City of Kenora enacts as follows:

1. That the Mayor and Clerk of The Corporation of the City of Kenora are hereby authorized to execute an Agreement between The Corporation of the City of Kenora and Jarnel Contracting Ltd., in accordance with the terms and conditions therein and affix the Seal of the Corporation thereto.

2. That this by-law shall come into force and be in effect from and after the final passing thereof.

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**Recommendation approved** (resolution & bylaw).

## **5. Agreement with Solid Construction**

### **Recommendation:**

**Whereas** the Council of the Corporation of the City of Kenora accepted the tender of Solid Construction to provide the construction of Discovery Centre,

**Now Therefore** the Council of The Corporation of the City of Kenora enacts as follows:

1. That the Mayor and Clerk of The Corporation of the City of Kenora are hereby authorized to execute an Agreement between The Corporation of the City of Kenora and Solid Construction, in accordance with the terms and conditions therein and affix the Seal of the Corporation thereto.
2. That this by-law shall come into force and be in effect from and after the final passing thereof.

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**Recommendation approved** (resolution & bylaw).

## **6. Rehabilitation of the Winnipeg River West Branch and Keewatin Channel Bridges**

### **Recommendation:**

**Whereas** the Council of the Corporation of the City of Kenora accepted the proposal of Stantec Consulting Ltd. to provide the pre-design, design and contract administration services for the Rehabilitation of the Keewatin Channel and Winnipeg River West Branch Bridges,

**Now Therefore** the Council of The Corporation of the City of Kenora enacts as follows:

1. That the Mayor and Clerk of The Corporation of the City of Kenora are hereby authorized to execute an Agreement between The Corporation of the City of Kenora and Stantec Consulting Ltd., in accordance with the terms and conditions therein and affix the Seal of the Corporation thereto.
2. That this by-law shall come into force and be in effect from and after the final passing thereof.

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**Recommendation approved** (resolution & bylaw).

## **7. Traffic Amendment – No Parking zone**

**Recommendation:**

**That** the City of Kenora Traffic Regulation By-law 127-2001 be amended to include the following addition to Schedule "B" – No Parking Area – Tow Away Zone – Tenth Street; and

**Add:**

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> SIDE	<u>Column 4</u> TIME
Tenth Street	From Ottawa Street northerly for 62 metres	East	Anytime

**That** the City of Kenora Traffic Regulation By-law 127-2001 be amended to include the following amendment to Schedule "C" – Limited / Restricted Parking – Tenth Street.

**Amend:**

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> SIDE	<u>Column 4</u> TIME
Tenth Street	From Ottawa Street northerly to Front Street	East	2 hours 8:00 a.m. to 6:00 p.m. Monday to Saturday (Holidays Excepted)

**To Read:**

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> SIDE	<u>Column 4</u> TIME
Tenth Street	From 62 metres north of Ottawa Street northerly To Front Street	East	2 hours 8:00 a.m. to 6:00 p.m. Monday to Saturday (Holidays Excepted)

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**Recommendation approved** (resolution & bylaw).

**8. Downtown Traffic**

**Recommendation:**

**THAT** City of Kenora Traffic Bylaw 127 – 2001 be amended to include the following addition to Schedule "N":

Schedule "N" Prohibited Turning Movements

Add:

<u>HIGHWAY/FACING TRAFFIC</u>	<u>TURN PROHIBITED</u>	<u>TIMES/DAYS</u>
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Main Street South, South bound LEFT Between  
onto First Street South 9:00 a.m. and 6:00 p.m.

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**Recommendation approved** (resolution & bylaw).

**Discussion:** Manager Rick Perchuk summarized his recommendations from the two public meetings as well as the general public input. Traffic light suppliers have indicated that changes to the lights can be done, but caution should be used, as the changes may cause more problems with the overall operation. The following is a summary of the primary concerns of pedestrian and traffic flow along the Main Street corridor with comments and solutions:

Main Street and Second Street South:

1. Safety issue with flashing green light for vehicles northbound on Main conflicting with pedestrian walk north bound on Main (Tilley's corner).
2. Pedestrians having to physically activate the walk signals.
3. No synchronization of traffic lights from First thru to Second and Matheson.

**Comments/Solutions:**

- Conflict of flashing green and pedestrian walk – according to the Highway Traffic Manual – there is no conflict. The pedestrian has the right-of-way when the crosswalk is signaled.
- Pedestrian activated signals – changing this would result in the lights reverting to a regular rotation and would eliminate the 7:00 pm to 7:00 am phase for thru traffic north bound on Main and west bound from Second. Push button activation will be maintained.
- Synchronization of traffic lights from First to Second and Matheson Intersection. This is planned for the future. Underground wiring will be required between the two traffic controllers.
- Visually Assisted push button pedestrian walk signals could be installed at Matheson and Second Street intersection, 8 buttons required at an estimated cost of \$20,000.

Main Street and First Street South:

1. Length of time for pedestrian walk to activate and the duration of the walk signal.
2. Flashing green for left turn from Main onto First is too short.
3. Traffic backs up on Main waiting for vehicles trying to make the left turn.

**Comments/Solutions**



- Representatives from Tacel (traffic light supplier) suggested the pedestrian walk at First and Main be changed to activate the walk sign quicker once the button has been pushed and to decrease the length of the walk phase. This will make this intersection more pedestrian friendly, while still keeping traffic moving along Main.
- The short flashing green for left turning vehicles onto First can be corrected by eliminating the flashing green and prohibiting left turns between 9:00 am and 6:00 pm daily. Signage would be required.

Main Street and McClellan Avenue:

1. Pedestrian crosswalk across Main Street is poorly delineated (granite crosswalk).

**Comments/Solutions**

- Main at McClellan pedestrian crosswalk will be painted (on the asphalt – not the granite) and signage advising of a pedestrian crosswalk will be installed.

Roundabout:

1. Motorists do not use turn signal.
2. Motorists speed within the roundabout.
3. Motorists are ignoring pedestrian crossings.

**Comments/Solutions:**

- Tab signage can be added to the large green and white roundabout signs advising motorists to “watch for pedestrians, reduce speed and signal intention prior leaving the roundabout”

**9. Roll Off Truck**

**Recommendation:**

**That** Council hereby authorizes the purchase of a new 2011 International Model 7500 truck chassis from Maxim Trucks in the amount of \$60,778, net of trade in, plus taxes; and

**That** Council hereby authorizes an additional \$5,000 budget for the purpose of reinstalling the hook system on the new chassis; and

**That** in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2010 Solid Waste Budget by by-law at its August 9<sup>th</sup> meeting; and further

**That** Council hereby gives three readings to a by-law to amend the 2010 solid waste budget for this purpose.

**HKasprick**

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

**Items on Hold:**

- Keewatin Curling Club- Assumption of Right of Way
- Tunnel Island Trails Parking Lot

**Other Business**

N/A

**Next Meeting**

- Tuesday, August 3, 2010.

**Motion – Adjourn to Closed Meeting:**

**That** this meeting be now declared closed at 4:48 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 matter:-

**i) Personal Matter about Identifiable Individuals**

**At 5:41 p.m., Committee reconvened to the Open Meeting with no reports.**

The meeting adjourned at 5:41 p.m.