



**M i n u t e s**  
of the  
**Emergency Services**  
**Finance & Administration**  
**Community Services**  
**Operations**  
**Committees of Council**  
Monday, May 10, 2010  
3:30 p.m.  
City Council Chambers

**PRESENT:** Mayor Compton  
Councillor W. Cuthbert  
Councillor C. Drinkwater  
Councillor D. McCann  
Councillor R. McMillan  
Councillor J. Parson  
Councillor C. Van Walleghem  
B. Preisntanz, CAO  
K. Brown, Finance & Administration Manager  
S. McDowall, HR Manager  
M. Vogrig, Municipal Engineer  
C. Neil, Recreation Services Manager  
H. Kasprick, Deputy Clerk

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## **Emergency Services Committee Minutes**

### **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. Confirmation of Standing Committee Minutes**

**Moved by W. Cuthbert, Seconded by D. McCann & Carried:-**

THAT the Minutes of the last regular meetings of the Regular Standing Committee meetings held April 12, 2010 be confirmed as written and filed.

### **D. Standing Committee Deputations:-**

N/A

**E. Reports:**

**No reports**

**Next Meeting:**

Monday, June 7, 2010



## Finance & Administration Committee Minutes

May 10, 2010 at 3:33 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 May 17, 2010, Meeting:

- Reduce the 2010 allocation to the District of Kenora Home for the Aged by \$22,289 to an amended amount of \$1,363,694

### 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. City Hall Staff Appointments

##### Recommendation:

**That** Council hereby approves the following By-laws to implement the restructuring at City Hall:

- A By-law to appoint Charlotte Edie as Treasurer effective May 18, 2010;
- A By-law to appoint Bill Ranger as Deputy Treasurer effective May 18, 2010;
- A By-law to appoint Pat Geisel as Tax Collector effective May 18, 2010; and
- A By-law to appoint Karen Brown as CAO effective August 1, 2010; and further

**That** Council hereby approves a By-law to repeal the following by-laws for various staff appointment which are no longer required by the City:

- 6-2000 – Karen as Treasurer
- 79-2002 – Charlotte as Tax Collector
- 98-2002 – Charlotte as Deputy Treasurer
- 13-2000 – Repeal – Dennis Mc. as KMTS Manager
- 19-2000 – Repeal – Paulette G. as Deputy Clerk

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

**HKasprick**

<p><b>2. 2010 Claw Back Rates</b>  <b>Recommendation:</b>  <b>That</b> Council hereby gives three readings to a By-law to establish the claw back rates for certain property classes within the Corporation of the City of Kenora for 2010.</p> <p><b>Recommendation approved.</b> (resolution &amp; by-law)</p>	<p><b>HKasprick</b></p>
<p><b>3. Monthly Financial Statements</b>  <b>Recommendation:</b>  <b>That</b> Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at March 31, 2010.</p> <p><b>Recommendation approved.</b></p>	<p><b>HKasprick</b></p>
<p><b>4. Proposed Flag Lowering Policy</b>  <b>Discussion:</b>  Council received a request to have the flags lowered at several City buildings for an event taking place within the City and are reviewing the options to implement a flag lowering policy. Administration will look at options for a policy or other options for addressing requests received.</p>	
<p><b>5. Forest Tenure Meeting-Dryden</b>  <b>Recommendation:</b>  <b>That</b> Council of the City of Kenora authorize Mayor Len Compton to attend the Forest Tenure meeting in Dryden on May 20, 2010; and further</p> <p><b>THAT</b> all eligible expenses in accordance with Council’s Travel &amp; Per Diem Policy be hereby authorized.</p> <p><b>Recommendation approved.</b></p>	<p><b>HKasprick</b></p>
<p><b>6. Internet Voter Lookup (IVL) – DataFix</b>  <b>Recommendation:</b>  <b>That</b> Council give three readings to a by-law to execute a service agreement with Comprint Systems Inc. (c.o.b. DataFix) for the ‘Internet Voter Lookup application’ in conjunction with the 2010 Municipal Election.</p> <p><b>Recommendation approved.</b> (resolution and by-law)</p>	<p><b>JMcMillin</b></p>
<p><b>7. Non-Union Salary 2010</b>  <b>Recommendation:</b>  <b>That</b> Council of the City of Kenora hereby freeze the City’s 2009 salary grid; and</p> <p><b>That</b> an independent review of the City’s non-union salary grid be undertaken in 2010; and further</p>	

**That** those staff who have met the requirements within the City's Salary Administration Policy HR-3-1 be allowed to move internally on the grid in accordance with the policy.

**Discussion:** Council discussed the option of an independent review versus an internal review of all non-union salaries. With the Provincial freeze, Municipal Councils have been requested to look at freezing salary grids for all non union positions. Further discussion occurred that a review should be undertaken to ensure our salaries are in line with other comparable municipalities.

**Amended Recommendation:**

**That** Council of the City of Kenora hereby freeze the City's 2009 salary grid; and further

**That** those staff who have met the requirements within the City's Salary Administration Policy HR-3-1 be allowed to move internally on the grid in accordance with the policy; and further

**That** Administration provide Council with a separate report outlining options for a salary grid review including cost, scope and parameters of the review for Council consideration and approval.

**Recommendation approved as amended.**

**8. District of Kenora Home for the Aged Levy**

**Recommendation:**

**That** Council hereby approves reducing the 2010 allocation to the District of Kenora Home for the Aged by \$22,289 to an amended amount of \$1,363,694; 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 Budget by by-law at its May 17<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 and by-law)

**9. Policy Manual Updates due to City Hall Restructuring**

**Recommendation:**

**That** Council hereby authorizes the following amended policies resulting from the approved restructuring at City Hall:

- Memorabilia Policy #CC-02-01;
- Bill Inserts and Messages on Bills Policy #CU-03-01;
- Procurement Policy #FI-01-01;

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**HKasprick**

- Purchase / Credit Cards Policy #FI-01-02;
- Debt Policy #FI-04-01;
- Investments Policy #FI-04-02;
- Receivables Write Off Policy #FI-05-01; and

**That** Council hereby rescinds the following by-laws:

- By-law #47-2008 – Bill Inserts and Messages on Bills Policy #CU-03-01;
- By-law #28-2010 – Procurement Policy#FI-01-01;
- By-law #153-2008 – Debt Policy #FI-04-01;
- By-law #61-2009 – Investments Policy #FI-04-02;
- By-law #47-2008 – Receivables Write Off Policy #FI-05-01; and further

**That** the appropriate By-laws be approved for this purpose.

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

**HKasprick**

### **10. Various Committee Minutes**

**Recommendation:**

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

- April 20, 2010 – Lake of the Woods Development Commission
- April 13, 2010 – Kenora Community Policing Committee
- April 20, 2010 – Environmental Committee Meeting; and
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**That** Council hereby receives the following Minutes from other various Committees:

- March 23, 2010 – Kenora Public Library Board
- April 9, 2010 – Kenora Home for the Aged; and further

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

**Recommendation approved.**

**HKasprick**

### **11. AMO’s Joint Liability Reform in Ontario**

**Recommendation:**

**That** Council of the City of Kenora supports the Association of Municipalities of Ontario in its efforts to seek joint and several liability reform in Ontario and calls on the Provincial Government to pursue much needed changes to the Negligence Act.

**Recommendation approved.**

**HKasprick**

## **12. Community Policing Committee**

### **Recommendation:**

**That** Council of the City of Kenora hereby support the establishment of a Community Policing Committee as a committee of Council; and further

**That** the following members be appointed to the Community Policing Committee:

Wendy Cuthbert (alt)	Chris Van Walleghem
Bill Richards	Bob McMillin
Paulette Grouda	Wayne Ficek
Brian Newton	Trudy Cederwall
Joanne Hill	Sherri Norlen
Bert Alcock	Diane Pelletier
Katherine MacIver	Norbert Dufresne
Ted Carey	Andy Graham
Dave Cain	OPP Resource person

And further;

**That** the appropriate by-law be passed to adopt the terms of reference for the Community Policing Committee of Council.

**Discussion:** This new committee will be deemed as a Committee of Council. The main reason for moving ahead with this committee is to access grants and raise awareness of policing issues. Rather than addressing Council they can come to this committee with their policing concerns. While this committee is amalgamating, the members will remain and when the term of Council is complete, members would have to reapply.

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

**HKasprick**

## **13. Kenora BIZ Levy**

### **Discussion:**

The BIZ Executive is meeting tonight at 5:30 p.m. following the Council meeting and they will be submitting their levy this week for approval.

## **14. Kenora District Services Board update**

### **Discussion:**

There are some reductions in the Kenora District Services Board budget, however, the proposed budget is a 1% decrease in net local share. There are two areas in their budget that reflect an increase which reflect an increase of approximately \$50,000. Councillor McMillan will keep Council and staff informed following his next meeting.

## **15. Boards & Committees Policy**

### **Recommendation:**

**That** Council of the City of Kenora give consideration to removal of the following Boards and Committees from Council's active list:

- Aboriginal Urban Affairs Committee
- Community Committee on Homelessness
- CUPE Negotiating Committee
- Fire Fighter's Negotiating Committee
- Emergency Planning Committee
- Kenora Children's Coalition
- Kenora Health Care Providers Group
- Kenora Port Authority
- Kenora Public Advisory Group for Weyerhaeuser
- Native Street Patrol Advisory Committee
- Seniors Coalition Committee
- Sign Committee

And further;

**That** the appropriate by-laws be repealed to reflect these changes.

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

**HKasprick**

### **Items on Hold:**

- Political Contributions Policy/Council Travel Policy
- NWHU Governance Matters

### **Next Meeting:**

Monday, June 7, 2010





## Community Services Committee Minutes

May 10, 2010 at 4:42 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. 2<sup>nd</sup> Annual Kenora Hockey Kids for Cancer Research Request

##### Recommendation:

**That** Council approves the ice rental rate of Minor Special Event of \$81.03 plus taxes to be applied to the 2<sup>nd</sup> Annual Kenora Hockey Kids for Cancer Research 2010 in lieu of the approved summer ice rate for 2010.

**Discussion:** Council discussed these types of requests and the vast amount of requests that they receive from numerous not-for-profit groups. Council as a whole agreed that the event and the cause is very notable, however, it is tax dollars that must be used to approve this request. The ice rental rate is already subsidized and would set precedence for future requests from other groups.

##### Items on Hold:

N/A

##### Next Meeting:

Monday, June 7, 2010



## Operations Standing Committee Minutes

May 10, 2010 at 4:58 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 May 17, 2010, Meeting:

- *amend the 2010 Solid Waste Capital Budget and the Municipal Five Year Capital Plan for the purposes of works in the Solid Waste Department*

### 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. Main Street Wharf Gate

##### Recommendation:

**That** Council of the City of Kenora hereby deny the request from Houseboat Adventures to install a gate at the Main Street dock.

**Recommendation approved.**

**HKasprick**

#### 2. Half Loading on Transmitter, Gould & Homestake Roads

**Committee agreed that this item be removed from the agenda.**

#### 3. 2010 Interlocking Brick & Concrete Sidewalk Maintenance Tender

##### Recommendation:

**That** the only tender for the 2010 Interlocking Brick & Concrete Sidewalk Maintenance be received; and further,

Don Hagar Contracting Inc.	\$210,309.75
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**That** the quotation submitted by Don Hagar Contracting Inc., in the amount of \$210,309.75 (tax included), be accepted.

**Recommendation approved.**

**HKasprick**

#### **4. Supply and Delivery of Granular A**

##### **Recommendation:**

**That** the following quotations, for the supply and delivery of 7,500 tonnes of Granular "A", Part A, including tax, be received; and,

Lunam Drillers	\$16.63 per tonne
Joe Neniska and Sons	\$16.95 per tonne
Hugh Munro Construction	\$18.81 per tonne
Pioneer Construction	\$15.78 per tonne
Moncrief Construction	\$17.51 per tonne

**That** the quotation submitted by Pioneer Construction, Kenora, Ontario, in the amount of \$15.78 per tonne (including tax), pending approval of the proposed aggregate, be accepted; and further,

**That** the attached ranking list for the supply only of Granular "A" material from private pits, Part B, as specified, be hereby accepted.

**Recommendation approved.**

**HKasprick**

#### **5. 2010 Supply of Class 2 Aggregate**

##### **Recommendation:**

**That** the following quotations, for the supply of 2,500 tonnes of Class 2 Aggregate, as specified, be received, and further;

Hugh Munro Construction	\$18.65 per tonne
Joe Neniska and Sons Ltd	\$24.57 per tonne
Pioneer Construction	\$19.49 per tonne
Moncrief Construction	\$15.31 per tonne

THAT the quotation submitted by Moncrief Construction, Kenora, Ontario, in the amount of \$15.31 per tonne (taxes included), pending approval of the proposed aggregate, be accepted.

**Recommendation approved.**

**HKasprick**

#### **6. Environmental Policy Amendment**

**Discussion:** The current policy in place has had recommendations from some of the members of the Environmental Committee for changes to the policy. Council recommends that the Manager of Operations work with the original policy and the Manager of Operations will review with the City solicitor for recommendations for changes to bring back to Council for consideration.

**7. Solid Waste Department Seasonal Labourer**

**Recommendation:**

**That** Council of the City of Kenora hereby approve the hiring of one Solid Waste Seasonal staff for a total of 26 weeks between May and October.

**Recommendation approved.**

**HKasprick/  
SMcDowall**

**8. Bridge Inspection Grant Funding**

**Recommendation:**

**That** approval be hereby granted for the City of Kenora to submit an application to the Ontario Good Roads Association related to the Funding for Municipal Bridge Data Collection Program; and further,

**That** the Council of the Corporation of the City of Kenora hereby applies for funding for the purpose of collecting, collating, compiling and formatting bridge asset and condition data, and agrees to submit bridge asset and condition data for inclusion in Municipal Data works by March 31, 2011.

**Recommendation approved.**

**HKasprick**

**9. Kenora Rec Centre Sewer, Water & Storm Drain Upgrades**

**Recommendation:**

**That** the following, tenders for the Kenora Recreation Centre Sewer, Water and Storm Drain Upgrades, (GST extra) be received; and further,

Norquip Construction	\$ 601,465.00
Titan Constructors	\$ 852,097.48
Makkinga Contracting	\$ 864,060.00
Moncrief Construction	\$ 908,750.00

**That** the tender submitted by Norquip Construction, Kenora, Ontario, in the amount of \$601,465.00 (GST extra), be accepted.

**Recommendation approved.**

**HKasprick**

**10. Transfer Station Upgrades**

**Recommendation:**

**That** Council of the City of Kenora give three readings to a bylaw to execute an agreement with Waste Diversion Ontario (WDO) and Stewardship Ontario for funding under the Continuous Improvement Fund in the amount of \$248,833 plus GST representing provincial contributions under the Blue Box Program Plan for the following upgrades to the Transfer Station: Recycle Building addition and purchase and installation of a self packing trailer; and further

**That** the Mayor and Clerk be hereby authorized to execute all related

documents.

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

**HKasprick**

**Items on Hold:**

- Graffiti by-law

**Other Business**

N/A

**Next Meeting**

- Monday, June 7, 2010.

**Motion – Adjourn to Closed Meeting:**

**That** this meeting be now declared closed at 5:31 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**
- ii) Labour Negotiations**

**At 5:46 p.m., Committee reconvened to the Open Meeting with the following action/direction:**

**Recommendation:**

**That** Council endorse a letter of Understanding between the Kenora Professional Fire Fighters Association and the City of Kenora; and further

**That** the appropriate by-law be passed for this purpose.

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

**SMcDowall**

The meeting adjourned at 5:47 p.m.