



**3 March 2011**

## **City Council Committee Report**

**To: Mayor & Council**

**Fr: Joanne L. McMillin, City Clerk**

**Re: Handi Transit Services By-law**

### **Recommendation:**

That Council give three readings to a by-law to provide for various municipal services to Kenora Handi Transit; and further

That By-law #123-2010 be hereby repealed.

### **Background:**

In 2000, By-law #158-2000 established the Kenora Handi Transit Board, however this was not required as it was determined the Board had previously been incorporated with its own constitution and by-laws. Several years ago it was agreed that with the Board being its own Corporation, the City would no longer be required to advertise and appoint the Handi Transit Board Members. Last year Council adopted By-law #123-2010 to formally cite the City would continue to make a Council appointment (with alternate) as required under the Board's constitution and also the by-law authorized Handi Transit to operate within the city.

It was later suggested that the various municipal services the City carries out on behalf of Handi Transit should be formally identified in a by-law, and such services include: processing payroll, including all related remittances/filings; processing invoices/cheque/payments; monthly financial statement preparation for the Board; year-end audit file and annual financial statement for external auditors; other related filings from a financial perspective. While the City owns the Handi Transit vehicles the Mechanics Shop looks after all repairs, maintenance, fuel and replacement/tendering of vehicles, and prepares the vehicles operating budgets with all works submitted through the regular internal accounting system (charged back to the applicable HT account).

The by-law as drafted has been reviewed by Handi Transit and concur with its contents.

### **Budget:**

N/A

### **Communication Plan/Notice By-law Requirements:**

N/A