



## **Finance & Administration Committee MINUTES**

**Held Tuesday, May 16, 2006  
City Council Chambers  
3:30 p.m.**

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**PRESENT:** Councillor R. McMillan, Chair  
Councillor A. Poirier, Vice-Chair (arr'd late)  
Councillor T. Szajewski, Member  
Councillor C. Wasacase  
Mayor D. Canfield  
B. Preisntanz, CAO  
J. McMillin, City Clerk  
K. Brown, Finance & Administration Manager  
B. Reynard, Community Services Manager  
R. Perchuk, Operations Manager

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

**Take Notice that as required under Notice By-law #14-2003,  
Council intends to adopt the following by-laws at its  
May 23 meeting:**

- To amend Comprehensive Traffic By-law and to adopt a new Parking Lots By-law to provide for increases in metered parking and parking lot rates, effective June 1, 2006;
- To increase the Set Fines Schedule to Comprehensive Traffic By-law #127-2001;
- To adopt the 2006 Water & Sewer Operating Budget & Five Year Capital Plan;
- To adopt the 2006 Solid Waste Operating Budget and Five Year Capital Plan;
- To amend the 2006 Operating Budget to authorize an appropriation in the amount of \$61,333.18 from the Tax Rebates/Write Offs Reserve.

### **B. DECLARATION OF PECUNIARY INTEREST**

N/A

### **C. CONFIRMATION OF MINUTES**

**Moved by L. Compton, Seconded by C. Wasacase & Carried:-**  
THAT the Minutes from the last meeting held Tuesday, May 2, 2006 be confirmed as written.

### **E. REPORTS:-**

**1. City Departmental Internal Review  
RECOMMENDATION:**

THAT Council of the City of Kenora hereby undertake the following steps by July 31, 2006 with respect to addressing the forecasted funding deficit for 2007 and beyond: -

1. adopt the attached May 2006 terms of reference for the operational review of City departments
2. direct administration to provide a report on the Municipal Performance Measurement Program (MPMP) comparing costs and level of performance of municipal services both internally, year to year, and externally among municipalities
3. undertake a joint review with the Kenora Police Services Board of police service delivery for the City of Kenora with a view to deciding on one police force or maintaining the current two police force model
4. direct administration to provide a report on alternate models for the delivery of solid waste collection, haulage and recycling.

**Recommendation approved.**

JMcMillin

**2. Increase in Set Fines – Traffic By-law**

**RECOMMENDATION:**

THAT authorization be hereby given to increase the Set Fine Schedule contained on Schedule "V" of Comprehensive Traffic By-law #127-2001 under Item 1 "Park in excess of time on Meter" from \$7 to \$10 for the Voluntary Payment (payable within 7 days) and from \$10 to \$15 for the Set Fine; and further

THAT public notice is hereby given that Council intends to give three readings to a by-law on May 23, 2006 to amend Traffic By-law #127-2001 for this purpose.

As subsequent information was received on this item from KPS pertaining to all Fines, the following amendment was made to this item:

**AMENDED RECOMMENDATION:**

THAT authorization be hereby given to increase the entire Set Fine Schedule contained on Schedule "V" of Comprehensive Traffic By-law #127-2001 as outlined below: -

	<u>Voluntary</u>	<u>Set fines</u>
1. Park in excess of time on meter	\$10.00	\$15.00
2. Park in excess of time limit	15.00	20.00
3. Parking Prohibited (contrary to sign)	25.00	30.00
4. Park Blocking Driveway	15.00	20.00
5. Park Obstructing Traffic	15.00	20.00
6. Park in Laneway	15.00	20.00
7. Parked with 6 meters of intersection	15.00	20.00
8. Parked within 3 meters of Fire Hydrant	25.00	30.00
9. Parked facing against traffic	15.00	20.00
10. Park on sidewalk	15.00	20.00
11. Park in crosswalk	15.00	20.00
12. Park on bridge	15.00	20.00
13. Park in Subway	15.00	20.00
14. Park obstruct snow removal	15.00	20.00
15. Park vehicle with length over 6.7 meters of one hour	15.00	20.00
16. Park detached trailed on street	15.00	20.00

17. Park in excess of 48 hour time limit	15.00	20.00
18. Park in disabled Parking zone without permit	100.00	120.00
19. Improper Parallel parking	15.00	20.00
20. Improper angle parking	15.00	20.00

THAT public notice is hereby given that Council intends to give three readings to a by-law on May 23, 2006 to amend Traffic By-law #127-2001 for this purpose.

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

**3. Amendment to Traffic By-law & New Comprehensive Parking Lot By-law**

**RECOMMENDATION:**

THAT Council give three readings to a by-law to amend Schedule "G" to Comprehensive Traffic By-law #127-2001 to change "Half-Hour Meters" to "Two-Hour Meters" and to increase the parking meter fees from 50 cents per 60 minutes to 75 cents per 60 minutes (together with adjusting the other applicable fees and times); and

THAT Council give three readings to adopt By-law #66-2006 being a by-law to regulate parking in parking lots and structures in the City of Kenora; and

THAT public notice is hereby given that Council intends to increase metered parking fees and parking lot fees at its May 23 meeting; and further

THAT these fee increases will take effect and come into force on June 1, 2006.

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

**4. Leases with Kenora Air Service**

**RECOMMENDATION:**

THAT Council give three readings to a by-law to authorize the execution of three (3) lease agreements with Kenora Air Service Ltd. for a two year period for the purpose of leasing the Second Street Wharf/storage space, the gas pumps and line, as well as for the office.

**The Clerk and Operations Manager met with Mr. Ormiston to review the existing leases that are due to expire with respect to both Kenora Air and Walsten Air. The Clerk advised of the following suggestions put forth by our Solicitor:-**

- *increasing environmental and public liability insurance requirements to \$5 million*
- *inclusion of a clean-up security clause*
- *2 year term for all agreements*
- *clause that sets out if they default on one lease = default on all leases*

JMcMillin/  
PGrouda

JMcMillin/  
PGrouda

- *requirement for TSSA report prior to signing leases (with a deadline) for City to receive new certification that the gas tanks are up to standard (Lessee to pay)*

There was an additional request from Councillor Compton that Kenora Air be asked to stain the west side of their building facing Lakeview Drive and the hospital area.

BPreisenz

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

JMcMillin

**5. Leases with Walsten Air Service**

**RECOMMENDATION:**

THAT Council give three readings to a by-law to authorize the execution of two (2) lease agreements with Walsten Air Service (1986) Ltd. for a two year period for the purpose of leasing the Second Street Wharf and storage space, as well as for the gas pumps and line.

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

JMcMillin

**6. Renewal of Land Lease with Walsten Air Service - Parking/office**

**RECOMMENDATION:**

THAT Council give three readings to a by-law to authorize the execution of a land lease renewal between the Corporation of the City of Kenora and Walsten Air Service (1986) Ltd. for a further two year term to May 31, 2008.

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

JMcMillin

**7. Renewal of Lease with Walsten Air & Kenora Air – Gas Tanks**

**RECOMMENDATION:**

THAT Council give three readings to a by-law to authorize a further five year lease agreement between the Corporation of the City of Kenora and Kenora Air Service Ltd., and Walsten Air Service (1986) Ltd. for gas storage tanks.

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

JMcMillin

**8. New Lease for Loaf 'N Jug Food Mart**

**RECOMMENDATION:**

THAT Council give three readings to a by-law to authorize the execution of a lease agreement between the City of Kenora and Loaf 'N Jug Food Mart Ltd. for a further three year term.

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

JMcMillin/  
PGrouda

**10. 2006 Water & Sewer Operating Budget & Five Year Capital Plan**

**RECOMMENDATION:**

THAT a meeting be scheduled to review the water & sewer operating and capital budgets and amend as deemed necessary; and

THAT, pending the results of this meeting, that the amended 2006 Water & Sewer Operating Budget and Five Year Capital Plan be forwarded to Council for approval; and further

THAT the appropriate By-law authorizing the 2006 Water & Sewer Utility Budget be approved.

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

JMcMillin

**Committee agreed to meet at 4:00 p.m. with Ms Brown prior to the Tuesday, May 23 meeting to review this item as well as Item #11.**

Council  
KBrown

**11. 2006 Solid Waste Operating Budget and Five Year Capital Plan**

**RECOMMENDATION:**

THAT a meeting be scheduled to review the solid waste operating and capital budgets and amend as deemed necessary; and

THAT, pending the results of this meeting, that the amended 2006 Solid Waste Operating Budget and Five Year Capital Plan be forwarded to Council for approval; and further

THAT the appropriate By-law authorizing the 2006 Solid Waste Utility Budget be approved.

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

JMcMillin

**12. 2006 Clawback Rates**

**RECOMMENDATION:**

THAT Council give three readings to a By-law establishing the Clawback Rates on protected properties for 2006.

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

JMcMillin

**13. 2005 Large Industrial Vacancy Rebate**

**RECOMMENDATION:**

THAT Council authorize an appropriation from the Tax Rebates / Write Offs Reserve in the amount of \$61,333.18, representing the City's share of tax reductions related to a 2005 vacancy rebate on a major industrial property within the City; and

THAT in accordance with Notice By-Law Number 14-2003, public notice is hereby given that Council intends to amend the 2006 Budget for this purpose at its May 23 meeting; and further

THAT Council give three readings to a by-law to amend the operating budget to authorize the related appropriation from the Tax Rebates / Write Offs Reserve.

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

JMcMillin/  
PGrouda

**14. Invitation to a Community Planning Forum – LOWD Hospital  
- May 24 and May 25, 2006**

Councillor McMillan, Councillor Parkes would like to attend and they should RSVP their attendance as set out in the invitation as to which day they wish to attend. Councillor Compton noted he had already notified them directly. It was noted that any Member of Council is welcome to attend.

**Council**

**ITEMS ON HOLD:**

- **Amendment to Licensing By-law – Special Events, etc.**  
**HOLD**–for Review

**TABLED MOTION:**

THAT in accordance with Notice By-Law Number 14-2003, public notice is hereby given that the City of Kenora held a public meeting on Monday, May 8 for the purpose of considering a new provision related to a Special Events Operation and special events business license fee within the City's Business Licensing By-law #170-2004; and

THAT Council hereby approves a new provision under Business Licensing By-Law #170-2004 defining a Special Events Operation and authorizing the use of a special events business license; and further

THAT in accordance with Notice By-Law Number 14-2003, public notice is hereby given that Council intends to give three readings to a by-law to amend Business Licensing By-Law #170-2004 for this purpose at its May 23, 2006 meeting.

- **Kenora Thistles Centennial Celebration**      **HOLD**-Council Support
- **Staff Parking**      **HOLD** for policy
- **Members – Urban Native Affairs Committee** **HOLD** for names
- **Loss of Livestock Claim**      **HOLD** for report

**OTHER BUSINESS**

**Letter of Support – Delta Energy (Co-generation)**

Mayor Canfield asked Committee if they would agree to support this matter. As no Member had any information regarding the requested letter, Mayor Canfield was asked to circulate the applicable information to Members of Council and the Clerk through J. Rasmussen, EDO prior to proceeding with sending a letter.

**JRasmussen**

**NEXT MEETING**

- Tuesday, June 6, 2006.

**MOTION TO ADJOURN TO CLOSED MEETING TO DISCUSS:**

**Moved by T. Szajewski, Seconded by C. Wasacase, and Carried:-**

THAT this meeting be now declared closed at 4:05 p.m.; and further

THAT Committee adjourns to a Closed Meeting to discuss the following:

- Personnel Matter about Identifiable Individuals.

**NO REPORTS AS A RESULT OF CLOSED MEETING.**

The meeting adjourned at 4:40 p.m.