



**City Of Kingston
Administrative Policies Committee
Meeting Number 08-2017
Confirmed Minutes
Thursday, September 14, 2017
5:30 p.m., Council Chamber, City Hall**

Committee Members Present

Councillor Candon; Chair
Councillor Oosterhof
Councillor Osanic
Councillor Schell
Councillor Stroud (arrived to meeting at 5:44 p.m.)

Regrets

Councillor Boehme

Staff Present

Mr. Bolognone, City Clerk
Mr. Hunt, Chief Administrative Officer
Ms. Hurdle, Commissioner, Community Services & Deputy CAO
Ms. Jaynes, Deputy City Clerk
Mr. Johnson, Corporate Records & Information Officer
Ms. Kennedy, Chief Financial Officer and City Treasurer
Ms. Keyes, Assistant Administrator, Rideaucrest Long Term Care
Ms. Kidd, Director, Transportation Services
Ms. Laplante-Wheeler, Acting Director, Communications & Customer Experience
Mr. Leger, Commissioner, Corporate & Emergency Services
Ms. Miller, Manager, Communications & Public Engagement
Mr. Ochej, Committee Clerk
Ms. Rabbie, Manager, Program Delivery
Mr. Van Buren, Acting Commissioner, Transportation & Infrastructure Services
Mr. Walker, Manager, Taxation & Revenue
Mr. Wiginton, Cultural Director

Others Present

Members of the public were present

This is not a Verbatim Report

Meeting to Order

The Chair called the meeting to order at 5:33 p.m.

Approval of Agenda

Moved by Councillor Oosterhof
Seconded by Councillor Osanic

That the agenda be amended to include the addendum, and to include a briefing by Ms. Hurdle and Ms. Miller regarding business item 'f', and as amended, be approved.

Carried

Confirmation of Minutes

Moved by Councillor Schell
Seconded by Councillor Osanic

That the Minutes of Administrative Policies Committee Meeting Number 07-2017 held Wednesday, July 5, 2017 be approved.

Carried

Disclosure of Pecuniary Interest

There were none.

Delegations

There were none.

Briefings

- a) Ms. Hurdle, Commissioner, Community Services & Deputy CAO, and Ms. Miller, Manager, Communications & Public Engagement, were present and spoke to the Committee regarding the Public Engagement Framework.

Note: This briefing occurred prior to consideration of business item 'f'

Ms. Hurdle and Ms. Miller conducted a PowerPoint presentation regarding the Public Engagement Framework, a copy of which may be obtained by contacting the City Clerk's Department.

Councillor Schell sought further details regarding the determination of the budget for the public engagement framework. Ms. Hurdle responded that individual major projects have specific budget lines for public engagement, and that further examination will be undertaken regarding budget needs for public engagement support for 2018-19. She added that an additional budget consideration will be staff time, which comprises a significant portion of the budget for public engagement, as has been learned through ongoing public engagement activities.

Councillor Schell discussed managing expectations regarding the public engagement framework. Ms. Hurdle responded that managing expectations is an important part of the framework, stating that proper public engagement does not mean all members of the public will be supportive of an outcome. She added the need for the City to respond to feedback from the public in a consistent manner, and to ensure that the public know their comments have been taken into consideration.

Business

a) Tax Write Offs Pursuant to the *Municipal Act, 2001*

Ms. Kennedy provided the Committee with a summary of the report.

There were no comments or questions from the Committee.

The Chair opened to the floor to comments from the public.

There were no comments from the public.

Moved by Councillor Osanic
Seconded by Councillor Schell

That the Administrative Policies recommends to Council the approval of the cancellation, reduction or refund of taxes pursuant to applications made under Sections 357 and 358 of the *Municipal Act, 2001* totalling \$88,750.28 of which \$58,391.07 is the City's portion and the amount charged back to the school board is \$30,359.21 as listed in Exhibit A attached to Report AP-17-027.

Carried

b) Delegation of Power to the Assessment Review Board under Section 357 of the *Municipal Act, 2001*

Ms. Kennedy provided the Committee with a summary of the report.

There were no comments or questions from the Committee.

The Chair opened to the floor to comments from the public.

There were no comments from the public.

Moved by Councillor Osanic
Seconded by Councillor Schell

That the Administrative Policies Committee recommends to Council the approval of the delegation of power to the Assessment Review Board, as permitted under subsection 357(11) of the *Municipal Act, 2001*; and

That a by-law be presented to Council to delegate Council's authority under Section 357 to the Assessment Review Board in respect of subsections 357(1)(d.1) and (5).

Carried

c) First Capital Place Illumination Policy

Mr. Wiginton provided the Committee with a summary of the report.

Councillor Schell inquired about requests from events that are more than a single day in duration. Mr. Wiginton responded that those events would be given a single day for the illumination of their event, on a date of their determination. He added that staff will work with the community to determine the best dates for events that are longer than a single day.

Councillor Schell asked if there would be days when First Capital Place would not be illuminated. Mr. Wiginton responded that First Capital Place will be illuminated 365 days a year and that a variety of lighting schemes would be utilized when there are no special events or requests.

The Chair opened to the floor to comments from the public.

Mr. Frank Dixon sought clarification as to how the dusk to dawn lighting period would be managed during times of the year when there are greater periods of natural light. Mr. Wiginton stated that discussion regarding this question had taken place and that staff would make adjustments throughout the first year of the policy. He added that light levels can be adjusted as required and consideration given to the impact of lighting levels on downtown residents.

Councillor Osanic complimented staff on the lighting of First Capital Place on Canada Day.

Councillor Stroud discussed the inclusion of lesser known commemoration days in the policy. He sought confirmation that the suggested commemorations were based on the public survey responses. Mr. Wiginton confirmed that suggested commemorations were based on public survey responses, in addition to the federal government list of national days of observance.

Councillor Stroud inquired about the policy's flexibility regarding community use. Mr. Wiginton stated that suggested days of observance will be based on Council approval, and community requests will be on an annual first-come, first-serve basis provide the request meets the criteria of the policy. Regarding requests with conflicting dates, Mr. Wiginton discussed the need to develop a method to ensure equitable access.

Councillor Stroud asked if there is a limit to the number of days that First Capital Place can be illuminated. Mr. Wiginton responded that there is no limit to the number of days, but that could be revised over time. Councillor Stroud stated that a limit may be needed if First Capital Place is illuminated so frequently that it loses its significance.

Moved by Councillor Osanic
Seconded by Councillor Schell

That the Administrative Policies Committee recommend to Council that the First Capital Place Illumination Policy, attached to Report Number AP-17-023 as Exhibit A, be approved; and

That staff be directed to review the Policy after one full year of operating the new architectural lighting system for Kingston City Hall and the adjoining areas based on feedback received from the public, members of Heritage Kingston, community partners and various City departments, as required.

Carried

d) Amendments to Flag Display and Flying Policy

Mr. Bolognone and Ms. Jaynes provided the Committee with a summary of the report.

Councillor Stroud inquired if staff was aware of the number of military members set to retire in the near future. Mr. Bolognone stated that this information was not available to staff.

Councillor Stroud expressed concern regarding the number of potential retirements and stated he would like to see if staff can obtain such information.

The Chair opened to the floor to comments from the public.

Mr. Frank Dixon inquired about the cost of the flags to be provided to military members, and if the City is considering honouring its staff members in a similar fashion. Mr. Bolognone responded that the flags are not provided by the City, and that honouring City staff members in a similar fashion is not a part of the policy.

Moved by Councillor Oosterhof
Seconded by Councillor Schell

That the Administrative Policies Committee recommend to Council that the amended Flag Display and Flying Policy, attached as Exhibit A to Report AP-17-026 be approved.

Carried

e) City of Kingston Video Surveillance Policy Amendment

Mr. Bolognone and Mr. Johnson provided the Committee with a summary of the report.

Councillor Stroud inquired if individuals can request surveillance footage obtained by the City via the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Mr. Johnson responded that individuals can make requests for surveillance footage under MFIPPA, but if the footage contained the personal information of another identifiable individual the footage would not be disclosed. He added that footage would only be released if the individual making the request is the only identifiable person in the footage.

Councillor Stroud sought clarity regarding requests from the police to obtain surveillance footage. Mr. Johnson stated that a formal warrant is not required for police to request surveillance footage and that the typical practice is for a written request to be submitted as part of an active investigation.

Councillor Schell asked if Kingston Transit buses currently have surveillance cameras installed. Mr. Johnson stated cameras are not currently installed on Kingston Transit buses.

Councillor Schell stated that Kingston Access Bus utilizes surveillance cameras and that it has assisted them in addressing complaints.

The Chair opened to the floor to comments from the public.

Mr. Frank Dixon inquired if surveillance footage could be used to document and address overcrowding issues on Kingston Transit buses. Mr. Johnson confirmed that such information would be recorded, but that surveillance footage would not be used for

those purposes. He added that if there are specific complaints regarding overcrowding, the footage could then be used for that purpose.

Councillor Stroud discussed the need balance safety and personal privacy, and expressed support for the use of video surveillance on Kingston Transit vehicles. He stated the challenge of the policy is to protect individual privacy during the recording of footage, which he stated the policy achieved.

Moved by Councillor Stroud
Seconded by Councillor Osanic

That the Administrative Polices Committee recommend to Council the approval of the attached amended Video Surveillance Policy, as it relates to video surveillance systems used in and around City owned or operated buildings, properties, and vehicles.

Carried

f) Public Engagement Framework

Note: Briefing 'a' occurred prior to consideration of the report.

There were no questions from the Committee

The Chair opened to the floor to comments from the public.

Mr. Frank Dixon discussed the process that had led to the creation of the Public Engagement Framework, stating his support for the current framework as compared to the previous draft. He sought clarity on the definition of a major project, and inquired about the availability of archived data on the City website. Mr. Dixon discussed his experiences related to public engagement with respect to the Belle Park Working Group and other projects.

Ms. Hurdle clarified that a major project is a planned project, as opposed to an ad hoc project. She added that if information is not available on the City website, residents can make a MFIPPA request with the City Clerk's Department.

Councillor Stroud thanked staff for their work on an important project. He discussed the importance of engagement with respect to democracy and stated that both the Committee and Council as a whole need to make their support clear for the framework.

Councillor Oosterhof stated his agreement with Councillor Stroud and sought clarity on the consultation process for the Planning Committee. Ms. Hurdle provided an overview of the consultation process for the Planning Committee as detailed by the *Planning Act*.

Councillor Schell discussed the volume of engagement work that the City has undergone recently, expressing her support for the framework. She added that the framework will allow for greater resident participation.

Mr. Hunt provided an overview of the development of the public engagement framework and the improvements that have been made during that time. He discussed the contributions of staff and residents in the development of the framework and acknowledged the presence of senior staff at the meeting as indicative of corporate support for the framework.

Moved by Councillor Osanic
Seconded by Councillor Stroud

That the Administrative Policies Committee recommends Council to endorse the City of Kingston Public Engagement Charter and the City of Kingston Public Engagement Framework, included as Exhibit A and B of Report Number AP-17-031 respectively; and

That the Administrative Policies Committee recommends Council to direct staff to include baseline funding amounts in the operational budget to cover the cost of facilitation and logistical elements of public engagement for projects or initiatives that are unplanned and/or unanticipated and further that budgets for all future planned projects and initiatives include appropriate funding for public engagement activities.

Carried

g) Rideaucrest Home Board of Management

Moved by Councillor Osanic
Seconded by Councillor Schell

That the Administrative Policies Committee resolve itself into the Board of Management for Rideaucrest Home.

Carried

Rideaucrest Home Report for June – July 2017

Ms. Keyes provided the Committee with a summary of the report.

Councillor Osanic sought further details regarding the dietary and life enrichment budget lines. Ms. Rabbie responded that spending was below budget for those areas due to staffing vacancies, which had since been addressed. Ms. Hurdle added that there have been no changes to dietary practices and that staff continue to work with residents regarding food preferences.

The Chair opened to the floor to comments from the public.

Mr. Frank Dixon commended staff for the quality of their report.

Moved by Councillor Osanic
Seconded by Councillor Schell

That the Administrative Policies Committee rise from the Board of Management for Rideaucrest Home.

Carried

Motions

There were none.

Notices of Motion

There were none.

Other Business

There was none.

Correspondence

There was none.

Date of Next Meeting

The next meeting of the Administrative Policies Committee is scheduled for November 9, 2017.

Adjournment

Moved by Councillor Schell
Seconded by Councillor Osanic

That the meeting of the Administrative Policies Committee adjourn at 6:54 p.m.

Carried