



**City of Kingston  
Report to Council  
Report Number 17-314**

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**To:** Mayor and Members of Council  
**From:** Denis Leger, Commissioner, Corporate & Emergency Services  
**Resource Staff:** John Bolognone, City Clerk  
**Date of Meeting:** November 21, 2017  
**Subject:** Approval of Housekeeping Amendments to By-Law Number 98-8, as amended, being a By-Law to appoint Statutory Officials of The Corporation of the City of Kingston

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**Executive Summary:**

The purpose of this report is to update By-Law Number 98-8, being a by-law to appoint statutory officials of The Corporation of the City of Kingston to account for recent staffing changes and to update the by-law to identify the persons that would now be assuming the roles of statutory officials by virtue of the capacity of their respective roles and employment within the City.

In an effort to implement the amendments in a timely manner and maintain business continuity, staff is also recommending that the subject by-law be given three readings at the same meeting.

**Recommendation:**

**That** a by-law be presented to Council to amend By-Law Number 98-8, being a by-law to appoint statutory officials of The Corporation of the City of Kingston, as amended, to incorporate housekeeping amendments to said by-law, as attached to Exhibit A to Report Number 17-314; and

**That** the amending by-law be given three readings at the November 21, 2017 Council Meeting.

November 21, 2017

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Denis Leger, Commissioner,  
Corporate & Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Commissioner, Community Services

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Desirée Kennedy, Chief Financial Officer & City Treasurer

Not required

Mark Van Buren, Acting Commissioner, Transportation & Infrastructure Services

Not required

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**Options/Discussion:**

Council, at its meeting held on June 9, 1998, enacted and passed By-Law Number 98-8, being a by-law to appoint statutory officials of The Corporation of the City of Kingston. Since that time, Council has amended the referenced by-law a number of times. As part of the annual corporate review of City by-laws, the City Clerk's Department has assumed the responsibility to update this by-law. Staff, with the assistance of the Corporate Management Team and Directors Group, undertook a comprehensive review of the by-law in order to update. The purpose of this report is to bring forward the necessary amendments which are of a housekeeping nature due to staff turnover and which are included in the draft by-law attached as Exhibit A.

**Existing Policy/By-Law:**

By-Law Number 98-8, as amended, being a by-law to appoint statutory officials of The Corporation of the City of Kingston.

**Notice Provisions:**

Not applicable.

**Accessibility Considerations:**

Not applicable.

**Financial Considerations:**

Not applicable.

**Contact:**

John Bolognone, City Clerk, extension 1247

**Other City of Kingston Staff Consulted:**

Directors Group  
Corporate Management Team

**Exhibit Attached:**

Exhibit A – By-Law Number 2017-XXX, a by-law to amend By-Law Number 98-8, as amended, being a By-Law to appoint Statutory Officials of The Corporation of the City of Kingston.

**A By-Law to Amend By-Law Number 98-8, as amended, being “A By-Law to Appoint Statutory Officials of The Corporation of the City Of Kingston” (Housekeeping Amendments)**

**Passed \_\_\_\_\_ 2017**

**Whereas** the Council of The Corporation of the City of Kingston enacted and passed By-Law Number 98-8 on June 9, 1998; and

**Whereas** By-Law Number 98-8 has been amended by By-Law Numbers 98-122, 98-220, 99-34, 99-35, 99-36, 99-163, 2000-79, 2000-142, 2000-260, 2000-326, 2000-327, 2001-06, 2001-60, 2001-103, 2001-140, 2001-201, 2001-263, 2001-273, 2002-77, 2002-108, 2002-124, 2002-309, 2003-67, 2004-40, 2005-4, 2005-25, 2006-15, 2006-17, 2006-144, 2007-8, 2008-77, 2009-27, 2009-49, 2010-24, 2011-8, 2011-14, 2011-45, 2011-47, 2012-3, 2012-133, 2012-164, 2013-25, 2013-26, 2013-202, 2014-54, 2014-99, 2014-99, 2014-116, 2015-108, 2015-202, 2015-203, 2016-113, 2016-210, 2017-6, 2017-15, and 2017-208;

**Whereas** the Council of The Corporation of the City of Kingston deems it necessary to further amend By-Law Number 98-8, as amended;

**Now Therefore Be It Resolved That** the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. Insert a new “Whereas” Clause thereto which reads as follows:

“Whereas Sections 14 (1) and 14 (2) of Ontario Regulation 380/04 requires every municipality to designate an employee of the municipality as its emergency information officer and that the emergency information officer shall act as the primary media and public contact for the municipality in an emergency, respectively; and”

2. Insert a new “Whereas” Clause thereto which reads as follows:

“Whereas Part III, Section 43 of the Ontario Works Act, R.S.O. 1997, c.25 requires that each delivery agent of the Ontario Works program appoint an administrator to oversee administration of the Act and the provision of assistance in the delivery agent’s geographic area, the Council shall appoint an Administrator;”

3. Delete Section 5 and insert the following therefore:

“Lisa Capener-Hunt is hereby appointed Chief Building Official for the purpose of enforcement of the Building Code Act, 1992, S.O. 1992, c. 23, in the City of Kingston, effective December 6, 2016.”

4. Delete Section 5a) insert the following therefore:

“Ryan Arcand is hereby appointed as Deputy Chief Building Official for the purpose of enforcement of the Building Code Act, 1992, S.O. 1992, c. 23, in the City of Kingston, effective November 13, 2017.”

3. Delete Section 6 and insert the following therefore:

“Kelly Washer, Mary Shultz, Melinda Stewart, Luis Talledo, Ryan Watt, Brett Moreland, Adam Clarke, Jeff Gurnsey, Ashley Osmar, Dan Machado, Veronica Robertson, Adam Sweet, Greg Whaley, Darrell Searles, Devin Lake, and Michelle Scott are hereby appointed Inspectors for the purpose of the enforcement of the Building Code Act, as amended, in the City of Kingston.”

5. Insert a new Section 19 which reads as follows:

“Debbi Miller, Manager, Community and Public Engagement, is hereby appointed as the Emergency Information Officer for the Municipal Control Group.”

This By-Law shall come into force and take effect upon the date of its passing.

Given all Three Readings and Passed on: \_\_\_\_\_ 2017

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Bryan Paterson  
Mayor

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John Bolognone  
City Clerk