



**City of Kingston
Report to Council
Report Number 21-228**

To: Mayor and Members of Council
From: Craig Desjardins, Acting Commissioner, Corporate Services
Resource Staff: John Bolognone, City Clerk
Date of Meeting: November 2, 2021
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”

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

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” (the Statutory Officials By-Law) to reflect recent staffing changes, and to identify the individuals that have assumed these roles.

Recommendation:

That the by-law, attached as Exhibit A to Report Number 21-228, be presented to Council, for all three readings, 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” to incorporate the most recent housekeeping amendments; and

That the by-law, attached as Exhibit B to report Number 21-228, be presented to Council, to amend By-Law Number 2016-189, as amended, being “A By-Law to Consolidate the Delegation of Powers and Duties” to delegate authority to the City Clerk, or their delegate, to undertake amendments to By-Law Number 98-8, as amended, being “A By-Law to Appoint Statutory

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Officials of The Corporation of the City of Kingston” as a result of staffing changes, including ensuring the relevant amending by-law is placed on the Council Agenda, for all three readings.

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Options/Discussion:

Purpose

Statutory Officials By-Law

By-Law Number 98-8, being “A By-Law to Appoint Statutory Officials of The Corporation of the City of Kingston” was passed by Council on June 9, 1998. Since its passing, the By-Law has been amended several times to reflect staffing changes throughout the Corporation. The purpose of this report is to update By-Law Number 98-8, as amended to reflect the most recent staffing changes as follows:

Section	Current Wording	Proposed Updated Wording
2	Gary Dyke is hereby appointed Deputy City Clerk to carry on the duties of the City Clerk when necessary or as deemed appropriate by the Chief Administrative Officer or by City Council.	None. Current wording to be deleted.
	Blair Johnson, James C. Thompson and Derek Ochej are hereby appointed as Clerk when both the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the City Clerk and Deputy City Clerk through illness or otherwise.	Blair Johnson, Elizabeth Fawcett, Julia McCaugherty-Jansman and Derek Ochej are hereby appointed as Clerk when both the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the City Clerk and Deputy City Clerk through illness or otherwise.
5	a) 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.	a) 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. b) Tammy Hogg is hereby appointed as Deputy Chief Building Official for the purpose of enforcement of the Building Code Act, 1992, S.O. 1992,

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Section	Current Wording	Proposed Updated Wording
		c. 23, in the City of Kingston, effective September 8, 2021.
6	Ryan Arcand, Adam Clarke, Jeff Gurnsey, Veronica Robertson, Adam Sweet, Michelle Scott, Mike LaCombe, Tony Sickling, Juanita Evans, Nate Blood, Brian Hartin, Kristie Grant, Matt Moore and Chris Flewelling are hereby appointed Inspectors for the purpose of the enforcement of the Building Code Act, as amended, in the City of Kingston.	Ryan Arcand, Adam Clarke, Jeff Gurnsey, Veronica Robertson, Adam Sweet, Michelle Scott, Mike LaCombe, Tony Sickling, Juanita Evans, Nate Blood, Brian Hartin, Kristie Grant, Matt Moore, Stephanie Roberts, Dale Theriault, Tammy Hogg, Steve Delahunt and Chris Flewelling are hereby appointed Inspectors for the purpose of the enforcement of the Building Code Act, as amended, in the City of Kingston.
8	Kyle Compeau, Dan Hazell, Ryan Burns, John Tobin, Jonathan Baldwin, Mark MacLean, Mickendley Bernard, Ebony Cummins, Nicholas Pappas, Tyler Sandes, Angela Hogle, Mark Vickery and Ben Von Stransky are hereby appointed Officers for the purpose of the enforcement of the Building Code Act, as amended, in the City of Kingston.	Kyle Compeau, Dan Hazell, Ryan Burns, John Tobin, Jonathan Baldwin, Mark MacLean, Mickendley Bernard, Ebony Walker, Nicholas Pappas, Tyler Sandes, Angela Hogle, Mark Vickery, Kyle Mask and Calan Simpson are hereby appointed Officers for the purpose of the enforcement of the Building Code Act, as amended, in the City of Kingston.
10	Paige Agnew, Director of Planning, Building & Licensing Services, is hereby appointed as Chief Planning Official of the City of Kingston for the purposes of certifying conformity of all municipal by-laws, public works and undertakings required under Section 24 of the Planning Act, R.S.O. 1990, c.13.	Tim Park, Director of Planning Services , is hereby appointed as Chief Planning Official of the City of Kingston for the purposes of certifying conformity of all municipal by-laws, public works and undertakings required under Section 24 of the Planning Act, R.S.O. 1990, c.13.

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Section	Current Wording	Proposed Updated Wording
16	Lanie Hurdle is hereby appointed as Administrator for the purposes of administering Ontario Works as required under Part III, Section 43 of the Ontario Works Act, R.S.O. 1997, c. 25.	Ruth Noordegraaf is hereby appointed as Administrator for the purposes of administering Ontario Works as required under Part III, Section 43 of the Ontario Works Act, R.S.O. 1997, c. 25.

Delegated Authority By-Law

Changes in staffing necessitates regular housekeeping amendments to the Statutory Officials By-Law. Currently, these housekeeping amendments are undertaken on an ad hoc basis. To improve efficiency and streamline the process, the Clerks Department will undertake a twice-yearly review of the Statutory Officials By-Law, in consultation with all City Departments.

Staff are recommending that the City Clerk, or their designate, be delegated the authority to make the necessary amendments as a result of staffing changes and place the by-law on a Council agenda for approval. Prior to the by-law being placed on the agenda the Clerks Department would provide notice to Council through the weekly update, or other electronic means.

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, as amended”.

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

John Bolognone, City Clerk, 613-546-4291 extension 1247

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Other City of Kingston Staff Consulted:

Lisa Capener-Hunt, Director, Building & Enforcement

Ruth Noordegraaf, Director, Housing & Social Services

Exhibits Attached:

Exhibit A – “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)”

By-Law Number 2021-XX

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: X

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, 2017-208, 2017-242, 2018-106 2019-42, 2019-55, 2019-69 and 2020-44; and

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

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

1. Delete Section 2 and insert the following therefore:

Blair Johnson, Elizabeth Fawcett, Julia McCaugherty-Jansman and Derek Ochej are hereby appointed as Clerk when both the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the City Clerk and Deputy City Clerk through illness or otherwise.”

2. Delete Section 5 and insert the following therefore:

5(a) 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.

5(b) Tammy Hogg 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 September 8, 2021

3. Delete Section 6 and insert the following therefore:

“Ryan Arcand, Adam Clarke, Jeff Gurnsey, Veronica Robertson, Adam Sweet, Michelle Scott, Mike LaCombe, Tony Sickling, Juanita Evans, Nate Blood, Brian Hartin, Kristie Grant, Matt Moore, Stephanie Roberts, Dale Theriault, Tammy Hogg, Steve Delahunt and Chris Flewelling are hereby appointed Inspectors for the purpose of the enforcement of the Building Code Act, as amended, in the City of Kingston.”

4. Delete Section 8 and insert the following therefore:

“Kyle Compeau, Dan Hazell, Ryan Burns, John Tobin, Jonathan Baldwin, Mark MacLean, Mickendley Bernard, Ebony Walker, Nicholas Pappas, Tyler Sandes, Angela Hogle, Mark Vickery, Kyle Mask and Calan Simpson are hereby appointed Officers for the purpose of the enforcement of the Building Code Act, as amended, in the City of Kingston.”

5. Delete Section 10 and insert the following therefore:

“Tim Park, Director of Planning Services, is hereby appointed as Chief Planning Official of the City of Kingston for the purposes of certifying conformity of all municipal by-laws, public works and undertakings required under Section 24 of the Planning Act, R.S.O. 1990, c.13.”

6. Delete Section 16 and insert the following therefore:

“Ruth Noordegraaf is hereby appointed as Administrator for the purposes of administering Ontario Works as required under Part III, Section 43 of the Ontario Works Act, R.S.O. 1997, c. 25.”

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

Given all Three Readings and Passed: X, 2021

John Bolognone
City Clerk

Bryan Paterson
Mayor

By-Law Number 201X-XX

A By-Law to Amend to amend By-Law Number 2016-189, as amended, being “A By-Law to Consolidate the Delegation of Powers and Duties”

Passed: Meeting date
(Month day, year)

Whereas the Council of the Corporation of the City of Kingston has delegated authority to the City Clerk, or their delegate, to undertake 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” as a result of staffing changes; and

Whereas the Council of the Corporation of the City of Kingston deems it advisable to amend By-Law Number 2016-180, as amended, being “A By-Law to Consolidate the Delegation of Powers and Duties”

Therefore Be It Resolved That By-Law Number 2016-189, as amended, be further amended as follows:

1.1. By adding the following delegated authority to Schedule A:

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
City Clerk, or their delegate	Authority to undertake 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” as a result of staffing changes, including placement of the amending by-law on the Council Agenda for three readings.	By-Law Number 2021-XXX

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

Given First and Second Readings Meeting date (Month day, year)

Given Third Reading and Passed Meeting date (Month day, year)

John Bolognone
City Clerk

Bryan Paterson
Mayor

Schedule "A"

Heading Two (If Necessary)

Text XXXXX.