



**City Of Kingston
Administrative Policies Committee
Meeting Number 04-2014
Confirmed Minutes
Thursday April 10, 2014 at 5:30 p.m.
Council Chamber, City Hall**

MEMBERS PRESENT

Councillor Hector; Chair
Councillor Berg
Councillor Osanic
Councillor Paterson
Councillor Scott

MEMBERS ABSENT

Councillor George

STAFF PRESENT

Mr. Arjoon, Deputy Clerk
Ms. Carrol, Manager, Taxation & Revenue
Ms. Hurdle, Commissioner, Community Services
Ms. Kennedy, City Treasurer
Mr. Linscott, City Solicitor

OTHERS PRESENT

One member of the public.

THIS IS NOT A VERBATIM REPORT

MEETING TO ORDER

The Chair called the meeting to order at 5:32 p.m.

APPROVAL OF THE AGENDA

Moved by Councillor Osanic
Seconded by Councillor Paterson

THAT the agenda be amended to include a Public Meeting, pursuant to Sections 357 and 358 of the Municipal Act, S.O., 2001. (Item 7, Clause A)

CARRIED AS AMENDED

Note: The Public meeting was held after Delegations.

CONFIRMATION OF MINUTES

Moved by Councillor Berg
Seconded by Councillor Scott

THAT the Minutes of Administrative Policies Committee Meeting No. 03-2014 held Wednesday, March 19, 2014 be approved.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

There were none.

DELEGATIONS

There were none.

Committee consented for the addition of a Public Meeting pursuant to Sections 357 and 358 of the Municipal Act.

PUBLIC MEETING

In accordance with Sections 357 and 358 of the Municipal Act, a public meeting was held at 5:37 p.m. regarding Tax Write Offs Pursuant to the Municipal Act.

No members of the public were present to speak to this matter.

The public meeting regarding Tax Write Offs Pursuant to the Municipal Act concluded at 5:38 p.m.

BRIEFINGS

There were none.

BUSINESS

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

Moved by Councillor Paterson
Seconded by Councillor Osanic

THAT Council approve the cancellation, reduction or refund of taxes pursuant to applications made under Sections 357 and 358 of the *Municipal Act, 2001* totalling \$66,982.07 of which \$45,043.88 is the City's portion and amounts charged back to the school boards and Downtown Kingston! BIA are \$19,527.03 and \$2,411.16 respectively, as listed in Exhibit A attached to Report AP-14-007.

CARRIED

b) Rogers K-Rock Centre Community (formerly Corporate) Suite Allocation Guidelines Amendments

Councillor Hector pointed out that the recommendation asks that the City pay one half of the annual license fee for a standard sized Rogers K-Rock suite for KEDCO. She asked whether KEDCO would advise as to the economic impact leveraged as a result of that expense. Councillor Hector noted the importance of receiving that information, as it relates to the city's overall income.

Ms. Lanie Hurdle, Commissioner of Community Services advised that KEDCO intends to report back to the KEDCO Finance Committee on its activities. She advised that Council could formally request that the information be shared with Council. In addition, she noted that there is Council representation on the KEDCO Board and all of its committees, and that information could be shared informally from Council representatives to the rest of Council.

Moved by Councillor Berg
Seconded by Councillor Scott

THAT Council approve the Community Suite Allocation Guidelines attached as Exhibit A to Report AP14-010 thereby replacing the existing Corporate Suite Allocation Guidelines; and

THAT Council support that SMG engage in discussions for a one-year licensing agreement with KEDCO for a standard-sized suite by further approving that the City pay one-half of the annual license fee of \$26,500 for the upcoming event season which has a term of September 1, 2014 to August 31, 2015, with funds provided from the City's promotion budget; and

THAT the following recommendation be forwarded to Council on April 15, 2014 for approval in order to meet the timetable in Exhibit A.

CARRIED

c) Use of Corporate Resources for Elections Purposes

Councillor Osanic enquired about the use of Twitter, and indicated that she had intended to start using social media to do online polls, and to invite the public to City of Kingston events.

In response Mr. Kevin Arjoon, Deputy City Clerk advised that the policy is primarily focused on social media as it relates to corporate resources. He advised that once a member of Council files their nomination, all links to their social media (Twitter and Facebook) will be removed from the City's website. He noted that the policy does not

address the use of online polls, and that it would not contravene the policy to use social media to extend invitations to City events. He noted that in accordance with the policy there can be no campaigning at City events.

Councillor Hector pointed out that a Twitter account can be linked, or associated to an email, which may be a City issued email address. Councillor Hector asked whether email received to City accounts can be forwarded to a campaign email address for response. In addition, Councillor Hector noted that in 2010 an automatic reply was used to notify that if the email was election related electors were to forward the email to the appropriate email addressed, and asked whether a similar message could be developed and provided to all members of Council.

In response, Mr. Arjoon suggested that a Twitter account linked to a City email should not be used during a campaign. He noted that if a member of Council had received an email that was campaign related, forwarding that email to a campaign email address would be a good practice. He noted that responding to a campaign enquiry from a City email address could be in contravention of the policy.

Mr. Linscott, Director of Legal Services, and City Solicitor noted that the Clerk's Department could develop suggested wording for an automatic email reply and it would be provided to all members of Council.

Councillor Berg commented on the evolution from the 2006 policy to the proposed policy before Committee. She asked whether staff envision the policy further evolving for the 2018 municipal election.

In response, Mr. Arjoon advised that the proposed policy has been updated to reflect the way that members of Council use electronic corporate resources. He noted that the policy will most likely be revised, due to the increased use of technology.

Councillor Hector pointed out that the draft policy has a revision date of December 31, 2017. She noted that the current changes are occurring late in an election year, and suggested that the Committee may wish to make an amendment to the policy to make the revision date, 'By December 31, 2017'.

Moved by Councillor Berg
Seconded by Councillor Paterson

THAT the policy entitled "Use of Corporate Resources for Election Purposes", as attached as Exhibit B to Report AP-14-011 be approved, as amended, as follows;

- a) That the word "by" be inserted into the Next Review Date, to read as "Next Review Date: By December 31, 2017"; and

THAT upon approval and implementation of the new policy, the existing policy regarding the “Use of Corporate Resources for Election Purposes” approved by Council on April 4, 2006 be withdrawn.

CARRIED AS AMENDED
See Motion to Amend which Carried

Moved by Councillor Berg
Seconded by Councillor Scott

THAT the proposed policy be amended to insert the word “by” into the Next Review Date, to read as “Next Review Date: By December 31, 2017.”

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 Thursday May 8 2014.

ADJOURNMENT

Moved by Councillor Berg
Seconded by Councillor Osanic

THAT the meeting of the Administrative Policies Committee adjourn at 5:54 p.m.

CARRIED

