



**City of Kingston  
Administrative Policies Committee  
Meeting Number 05-2014  
Agenda  
Thursday May 8, 2014 at 5:30 p.m.  
Council Chamber, City Hall**

Please provide regrets to Kevin Arjoon, Deputy Clerk at  
613-546-4291, extension 1262 or karjoon@cityofkingston.ca

**Committee Composition**

Councillor Berg  
Councillor George  
Councillor Hector; Chair  
Councillor Osanic  
Councillor Paterson; Vice-Chair  
Councillor Scott

- 1. Meeting to Order**
- 2. Approval of the Agenda**
- 3. Confirmation of Minutes**
  - a) **That** the Minutes of Administrative Policies Committee Meeting Number 05-2014 held Thursday, April 10, 2014 be approved.  
(Distributed April 25, 2014)
- 4. Disclosure of Pecuniary Interest**
- 5. Delegations**
- 6. Briefings**
  - a) City of Kingston staff and representatives from KPMG Chartered Accountants will speak to the Committee regarding the 2013 Audited Financial Statements Report.
- 7. Business**
  - a) **2013 Audited Financial Statements**  
The Report of the City Treasurer (AP-14-012) is attached.

Recommendation:

**That** the Administrative Policies Committee recommend that Council receive and approve the Audited Financial Statements of the Corporation of the City of Kingston for the year ended December 31, 2013, attached as Exhibit A.

**b) 2013 Workplace Health and Safety Report**

The Report of the Commissioner of Corporate and Strategic Initiatives (AP-14-009) is attached.

Schedule Pages 43 - 53

Recommendation:

This report is listed for information purposes only.

**c) Information Reports Submitted by Members of Council**

The Report of the City Solicitor and Director of Legal Services (AP-14-013) is attached.

Schedule Pages 54 - 64

Recommendation:

**That** the Administrative Policies Committee recommend to Council that the members of Council who have been appointed by Council and/or elect to attend conferences, boards and committee meetings at the City's expense be authorized to place reports on the Council agenda, as per the template attached as Exhibit A to report AP-14-013; and

**That** an amending by-law be presented to Council to amend By-law 2010-1, "The Council Procedural By-law", as follows;

- a) That Section 11.1 be amended by including a new (xvi), entitled "Information Reports from members of Council", and that the subsequent headings be renumbered accordingly,
- b) That the following section be added, as a new section 11.25, and that the subsequent sections be renumbered and adjusted accordingly;

**"Information Reports from members of Council**

11.25 Information Reports can be submitted from members of Council, who have been appointed or elect to attend conferences, board or committees meetings at the City's expense, to communicate information to other members of Council and the public. The Clerk shall only list information reports submitted by 12:00 noon on the Tuesday preceding the regular council meeting."

**d) Rideaucrest Board of Management**

Moved by  
Seconded by

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

**i. Rideaucrest Home Report for January - April 2014**

The Report of the Commissioner of Community Services (AP-14-014) is attached.

Schedule Pages 65 - 71

Recommendation:

This report is for information purposes only.

Moved by  
Seconded by

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

**8. Motions**

**9. Notices Of Motion**

**10. Other Business**

**11. Correspondence**

**12. Date and time of Next Meeting**

The next meeting of the Administrative Policies Committee is scheduled for June 12, 2014.

**13. Adjournment**

### Abeyance List

	<b>DATE ITEM PLACED IN ABEYANCE</b>	<b>DESCRIPTION OF ITEM</b>	<b>WHO IS TO RESPOND</b>	<b>DEADLINE FOR RESPONSE</b>	<b>STATUS</b>	<b>PRIORITY STATUS MATRIX (2012)</b>
1.	October 2010 (Council)	Central Pittsburgh Drain Committee will report to AP.		To be Determined		n/a
2.	March 6 <sup>th</sup> , 2012 (Council)	Film Policy	Corporate Affairs	<b>Q4 2013</b>	<b>Complete</b>	Schedule B #17
3.	November 6 <sup>th</sup> , 2012 (Council)	Report regarding the use of tanning facilities by youth under 19 years of age	Commissioner, Community Services	<b>TBD if Required</b>		Schedule B #34
4.	July 17 <sup>th</sup> , 2013 (Council)	Street Food Vendor Licensing Options	Community Services	<b>Q4 2014</b>		Schedule B #12
5.	October 1 <sup>st</sup> , 2013 (Council)	Review of City of Kingston By-law No. 2004-190 - Community Postering Policy	President and C.E.O. Utilities Kingston and Commissioner of Community Services	<b>Q4 2014</b>		Schedule B #46
6.	September 24 <sup>th</sup> , 2013 (Council)	Council Procedural By-Law Amendments - Conferences, Boards and Committees meetings Reporting	City Solicitor & City Clerk	<b>Q2 2014</b>		Schedule B #47