



**City of Kingston  
Administrative Policies Committee  
Meeting Number 01-2015  
Agenda  
Thursday December 11, 2014 at 5:30 p.m.  
Council Chamber, City Hall**

Please provide regrets to James Thompson, Committee Clerk at 613-546-4291, extension 1268 or [jcthompson@cityofkingston.ca](mailto:jcthompson@cityofkingston.ca)

**Committee Composition**

Councillor Allen  
Councillor Boehme  
Councillor Candon  
Councillor Holland  
Councillor Osanic  
Councillor Stroud

- 1. Meeting to Order**
- 2. Election of Officers**
- 3. Approval of the Agenda**
- 4. Confirmation of Minutes**
  - a) **That** the Minutes of Administrative Policies Committee Meeting Number 07-2014 held Thursday, September 11, 2014 be approved.  
(Distributed September 19, 2014)
- 5. Disclosure of Pecuniary Interest**
- 6. Delegations**
- 7. Briefings**
  - a) Mr. Gerard Hunt, Chief Administrative Officer, will speak to the Committee with respect to the Committee's role, mandate, and responsibilities.

**8. Business**

**a) City of Kingston Video Surveillance Policy Updates**

The Report of the Commissioner of Corporate & Strategic Initiatives (AP-15-003) is attached.

Schedule Pages 1 - 5

Recommendation:

This report is presented for information purposes only.

**b) Amendments to By-Law 2005-100 'A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston'**

The Report of the Commissioner of Community Services (AP-15-001) is attached.

Schedule Pages 6 - 75

Recommendation:

**That** the by-law attached as Exhibit 'A' to Report Number AP-15-001 be presented to Council to amend By-Law Number 2005-100, as amended, being "A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston", commonly known as the Property Standards By-Law.

**c) Park Refreshment Vehicle Policy**

The Report of the Commissioner of Community Services (AP-15-002) is attached.

Schedule Pages 76 - 86

Recommendation:

**That** the Administrative Policies Committee recommends that Council approve the Park Refreshment Vehicle Policy attached as Exhibit "A" to Report Number AP-15-002.

**d) Rideaucrest Home Board of Management**

Moved by  
Seconded by

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

**i. Briefings**

- a)** Ms. Hurdle, Commissioner, Community Services and Ms. Skeaff, Director, Resident Long Term Care will provide the Committee with an overview of Rideaucrest Home.

Moved by  
Seconded by

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

**9. Motions**

**10. Notices of Motion**

**11. Other Business**

**12. Correspondence**

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

The next meeting of the Administrative Policies Committee is scheduled for January 8, 2015.

**14. Adjournment**

**Mandate/Terms of reference:** The Committee shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Accounting; audits; purchasing, including tenders, requests for information and requests for proposals; financial policy; tax collection;
- Delegated the responsibility of public meetings in accordance with Municipal Act requirements with respect to applications for cancellation, reduction or refund of taxes as permitted under Section 357, Subsection 1, of the Municipal Act, and following the public meetings shall make recommendations to Council with regard to the proposed cancellations, reductions and/or refunds; (Note: budget process and approvals are dealt with at Committee of the Whole, not Administrative Policy)
- City owned property/facility maintenance – asset management; city owned property, including the acquisition, disposal and leasing; fleet, including the acquisition, disposition and usage; staff accommodation; industrial land sales; museums; theatres; Recreation including facilities arenas; community centres golf courses, marinas, parks, pools;
- Naming of City-owned assets (excluding streets)
- External Customer Service, including cashiering; telephony; electronic service delivery; vital statistics;
- Human resources, including salary administration; labour relations; employee development; workplace health; payroll and benefits;
- Strategic Planning
- Economic Development;
- Internal Customer Service including information technology, Geographic Information Systems; printing technology; legal services; records management; archiving systems;
- Provincial Offences, including collection;
- Corporate Communications; public relations and media relations;
- Business processes, including performance measurement;
- Web design and maintenance
- Licensing, including enforcement
- Service review and performance management
- Rideaucrest Home Committee of Management, as identified in the Long Term Care Act
- Accessibility
- General By-Law Enforcement
- Health and Safety

-and further-

To consider such similar matters as may be directed by Council, or referred by the City Clerk from time to time.