



Committee By-law

By-law No. 2010-205

"A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEDURES
FOR COMMITTEES ESTABLISHED BY THE
CORPORATION OF THE CITY OF KINGSTON"

City of Kingston



CITY OF KINGSTON

Ontario

BY-LAW NO. 2010-205

**A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEDURES
FOR COMMITTEES ESTABLISHED BY THE
CORPORATION OF THE CITY OF KINGSTON**

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As Amended By:

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City of Kingston By-law No. 2010-205
 "A By-Law To Define The Mandate And Meeting Procedures For Committees Established
 By The Corporation Of The City Of Kingston"

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By The Corporation Of The City Of Kingston”

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**CITY OF KINGSTON BY-LAW NO. 2010-205
A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEDURES FOR COMMITTEES ESTABLISHED
BY THE CORPORATION OF THE CITY OF KINGSTON**

PASSED: October 5, 2010

WHEREAS By-law 2010-1, 'Council Procedural By-law' establishes the rules and procedures under which Council and Committees of Council are to operate; and,

WHEREAS Council has established committees that are comprised of both members of the public and members of Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the City of Kingston enacts as follows:

1. DEFINITIONS:

Ad Hoc Committee

A committee established by Council for the purpose of dealing with a special project with a clear mandate and a start and finish date.

Committee

A standing, advisory, legislated or ad hoc committee established by Council but does not include the Committee of the Whole.

Standing Committee

A committee of members of Council appointed by Council to consider policy matters with respect to regarding the committee's mandate.

Sub-Committee

A committee established by a standing committee with a clear mandate that has a beginning and ending and reports directly to the creating standing committee.

(By-law No. 2010-205)

2. GENERAL PROVISIONS

- 2.1 Except as otherwise provided for in this by-law, all Committees must conform to the rules governing the procedures of a meeting of Council as outlined in the 'Council Procedural By-Law'.
- 2.2 The rules of procedure outlined in the 'Council Procedural By-Law' can be suspended by a majority affirmative vote of the members of a Committee who are present and voting.
- 2.3 The rules of this By-Law can be suspended by a majority affirmative vote of the members of a Committee (excluding the Committee of the Whole) who are present and voting.

(By-law No. 2010-205)

2.4 Attendance

The Committee Clerk will record the attendance of members in the minutes of the meeting.

(By-law No. 2010-205)

2.5 Absenteeism

- a) If a member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the absences will be brought to the attention of the City Clerk by the Committee Clerk who supports the Committee.
- b) The City Clerk will contact the absent committee member to discuss the reasons for absenteeism and to determine whether the member wishes to provide a letter of resignation.
- c) Upon confirmation that the member will no longer be serving on the Committee, the City Clerk will notify Council of the vacancy and the need for a replacement. If a member indicates the desire to continue to serve on the Committee, the member will be advised that attendance is required or the member will be removed from the Committee.
- d) Any member of a Committee who is absent for more than fifty per cent (50%) of the meetings since their term of appointment will not be eligible for reappointment. A member of a committee of council who intends to leave a meeting before the meeting is adjourned must inform the Chair of this intention either at the start of the meeting or prior to leaving.

(By-law No. 2010-205)

2.6 Mayor as Ex-Officio Member of Committees

- a) The Mayor of the Council is *ex officio* a member of every Committee;
- b) Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, as provided under (a) above, when the Mayor is present, and all members of the Committee are present.

In those instances when all members are not present, the Mayor's attendance replaces an absent member and the membership number is not automatically increased by one.
- c) The Mayor is able to participate in the business of the Committee without any restriction including voting. Members of Council are able to attend and participate at any meeting. Only members of Council who have been appointed to a Committee are entitled to vote.

(By-law No. 2010-205)

2.7 Criteria to Serve on Committee

Every member of a Committee must be either a member of Council or a person eligible to be elected as a member of the Council, in accordance with the Municipal Elections Act. All appointments to Committees are made at the pleasure of Council.

(By-law No. 2010-205)

2.8 Retention of Applications to Serve on Committees

Applications from volunteers who are not appointed during the regular appointment process will be kept on file in the office of the City Clerk for a period of one year from the date of submission. If a vacancy occurs on a Committee within one year, the applicants who applied to serve on that Committee and were not appointed will be contacted and asked if they are still interested in serving. Names of those who continue to have an interest to serve on the Committee will be submitted to the Nominations Advisory Committee for consideration to fill the vacancy. The Clerks Office will also re-advertise the vacancy in the newspaper.

(By-law No. 2010-205)

2.9 Clauses Lost at Committee Meetings

- (a) Items rejected by any Committee must be reported to Council with a "negative recommendation", allowing Council the opportunity to discuss the item.
- (b) Motions that result in a tied vote at a Committee must be reported to Council or to the appropriate Committee to which it reports, as determined by the By-Law, with no recommendation to allow Council the opportunity to discuss and make a decision.

(By-law No. 2010-205)

2.10 Agenda

The Agenda of every committee will be structured as follows:

- 1) Meeting to Order
- 2) Approval of the Agenda
- 3) Confirmation of Minutes
- 4) Disclosure of Pecuniary Interest
- 5) Delegations
- 6) Briefings
- 7) Business
- 8) Motions
- 9) Notices of Motion
- 10) Other Business
- 11) Correspondence
- 12) Date of Next Meeting
- 13) Adjournment

In accordance with requirements for public notice, transparency and disclosure, new substantive items should not be introduced on the Agenda under Other Business.

(By-law No. 2010-205)

2.11 Motions on Committee Agendas

Motions introducing new policy or procedure matters must be in the hands of the Clerk by 12:00 noon one week prior to the regular Committee meeting for inclusion in the Orders of the Day.

(By-law No. 2010-205)

2.12 Public Participation at Committee Meetings

At Committee meetings that are open to the public, following the introduction of an agenda item and receiving comments from staff with questions from committee members and members of the public, as appropriate, the Chair will ask if a motion is forthcoming. Once a motion has been introduced members of the committee may speak to the motion. Following the members' discussion, the Chair may invite members of the public to share their comments, views, suggestions and opinions. Prior to calling the question the Chair has discretion to give the public another opportunity to speak. The Committee will then conclude its deliberations and decide on the motion.

(By-law No. 2010-205)

2.13 Election of Officers

Each Committee will meet as soon as possible after the day of the inaugural meeting of Council and/or in December each subsequent calendar year to formulate its recommendations about a Chair and Vice-Chair from its membership for a term commencing December 1st and terminating November 30th or until a successor is appointed. For the purpose of clarity, a member of the Committee who served as Committee Chair or Vice Chair may be reappointed as Committee Chair or Vice Chair.

(By-law No. 2010-205)

2.14 Delegations to Standing Committees

A maximum of five delegations shall be permitted to appear before Standing Committees; it being understood that a maximum of three delegations must speak to action items included on the agenda and a maximum of two delegations must speak to policy matters that are not included in the Standing Committee Agenda. Delegations who are speaking to items that are not included in the agenda, must register with the Clerks Department by noon the Thursday prior to the Standing Committee meeting.

(By-law No. 2010-205)

3. TERM OF APPOINTMENT

- 3.1 (a) In those instances where the appointments to a Committee are to be staggered over the term of Council, the committee will be asked to establish what members will serve for the staggered term and advise Council accordingly. Council must, by resolution, confirm the term of the appointments as recommended by the Committee.
- (b) Committee members will continue to serve on a committee past the expiration of their term until they are replaced. All Council membership on all Committees end on November 30 of a municipal election year.
- (c) Terms of office and membership on some external boards / commissions / authorities or quasi-judicial committees must be in accordance with this By-Law unless the term of office is established under statute or legislation.

(By-law No. 2010-205)

3.2 Establishment of Sub-Committees

If it is the desire of the majority of a Committee to establish a sub-committee, a recommendation must be made to Council or the appropriate Committee for approval recommending the creation of the 'Sub-Committee'. Included with the recommendation for the establishment of the Sub-Committee must be information regarding the mandate of the proposed sub-committee, the beginning and the ending date, the composition and how the members are to be recruited, and the reporting structure.

(By-law No. 2010-205)

3.3. Duration of Citizen Appointments

- a) Members of the public will be eligible to serve for a maximum of six consecutive years on the same committee;
- b) Members of the public are required to take at least one year absence after serving on the same committee for six years; after the one year absence, the member of the public is eligible to re-apply to serve on the former committee. On the recommendation of the Nominations Advisory Committee, a member of the public may, upon application, be appointed beyond six years if there are compelling reasons;
- c) During the one year absence from a committee, a member of the public may apply to serve on a different committee;
- d) A member of the public, who has been appointed to replace a committee member and is filling a partially completed term, will be appointed for the balance of that member's term; the new member is eligible to apply for re-appointment for a maximum of six consecutive years.
- e) Renewed membership on a committee is not automatic, any member of the public who wishes to serve for an additional term must submit the approved application form or provide a letter which includes the necessary information in order to be considered for re-appointment;

(By-law No. 2010-205)

COMMITTEE COMPOSITION

4. Standing Committees – Schedule 'A'

- 4.1 The composition and terms of reference for Standing Committees established by the City of Kingston are in accordance with Schedule "A", attached hereto and forming a part of this By-Law.
- 4.2 It is the responsibility of the Standing Committees to report to Council on all matters connected with their duties or referred to them by the Council and to recommend such action as they deem necessary.

(By-law No. 2010-205)

5. Advisory Committees – Schedule 'B'

- 5.1 The composition and terms of reference for Advisory Committees are in accordance with Schedule "B", attached hereto and forming a part of this By-Law.

(By-law No. 2010-205)

6. Legislated Committees – Schedule 'C'

6.1 The composition and terms of reference for Legislated Committees are in accordance with Schedule "C", attached hereto and forming a part of this By-Law.

(By-law No. 2010-205)

7. Agencies and Boards with Council Appointees – Schedule 'D'

7.1 The Committees to which Council makes appointments, but are not Committees of Council, is included in Schedule 'D'. These Committees are bound by the rules established by their governing body.

(By-law No. 2010-205)

8. Committees Reporting to Staff – Schedule 'E'

8.1 The composition and terms of reference for Ad-Hoc Committees are in accordance with Schedule "E", attached hereto and forming a part of this By-Law.

(By-law No. 2010-205)

9. Committees Reporting to a Committee – Schedule 'F'

9.1 The composition and terms of reference for Committees that report to a Committee are in accordance with Schedule "F".

(By-law No. 2010-205)

10. EFFECT

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

(By-law No. 2010-205)

SCHEDULE A-1 - STANDING COMMITTEES

COMMITTEE NAME: ADMINISTRATIVE POLICIES COMMITTEE

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL): Six (6) members of Council

TERM OF APPOINTMENT: Annually

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.

(By-law No. 2010-205)

SCHEDULE A-2 - STANDING COMMITTEES

COMMITTEE NAME: ENVIRONMENT, INFRASTRUCTURE AND TRANSPORTATION POLICIES COMMITTEE

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL): Six (6) members of Council

TERM OF APPOINTMENT: Annually

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:

- Environmental Issues, including Brownfields; LEED program; household hazardous waste; Partners in Climate Protection
- Transportation, including airport; public transit, bicycling, including paths; bridges and structures;
- Energy Supply including conservation; potential energy sources; gas;
- Engineering;
- Sewers and sewage treatment plant, and groundwater;
- Parking, including revenue, parking lots and meters;
- Roads and streets, including design and construction; sidewalks, including maintenance; signalization;
- Snow Removal;
- Utilities including water; storm water management;
- Solid Waste, including Collection and Disposal; recycling; waste management;
- Delegated the responsibility of public meetings in accordance with the Municipal Act, 2001 – Ontario Regulation 244/02(12) regarding the by-law for imposing fees or charges for the use of a waste management system and following public meetings shall make recommendations to Council with regard to fees and charges.

-and further-

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

(By-law No. 2010-205)

SCHEDULE A-3 - STANDING COMMITTEES

COMMITTEE NAME: ARTS, RECREATION & COMMUNITY POLICIES COMMITTEE

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL): Six (6) members of Council

TERM OF APPOINTMENT: Annually

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:

- Accessibility;
- Animal Control, including enforcement;
- Arts, including cultural issues related to theatre and museum;
- Community Programs including recreation; cultural programs and special events; health & safety; social services; school crossing guards; policing;
- Day Care
- Cemeteries;
- Community grant programs,
- Emergency planning; community health and safety
- Fire services
- General By-Law Enforcement
- Health & safety
- Social Housing, including seniors and nursing homes;
- Social services; including Ontario Works, Children's Services and programs
- Long term residential care and seniors' issues

-and further-

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

(By-law No. 2010-205)

SCHEDULE A-4 - STANDING COMMITTEES

COMMITTEE NAME: PLANNING COMMITTEE

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL): Six (6) members of Council

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE: The Committee's role is to study and report to Council on land use policy matters and applications submitted pursuant to the Planning Act which include, but are not limited to issues related to:

- Land and property development including condominium conversion; development approvals; official plan amendments; zone change amendments;
- Downtown Action Plan
- Land Use Policies (Official Plan and 5 year reviews, urban design guidelines / studies, community improvement plans, interim control by-laws / studies)
- Heritage Planning
- Land Use Policies
- Long-term planning studies, such as Pathways, Transportation, Urban Growth, Population, Natural Heritage, Archaeology
- Consolidated Zoning by-Law
- Planning Fees
- Draft Plans of Subdivision / Condominium
- Delegated the responsibility to hold public open houses / meetings pursuant to the Planning Act
- Site Plan Control approvals and Agreements when required
- Brownfields (Community Improvement Project Plans / Program Administration
- Street naming and renaming and civic addressing
- Final Subdivision / Condominium Approvals and Agreements, when required

-and further-

To consider and provide advice on such similar matters affecting the City of Kingston Planning Area as may be directed by Council, or referred by the City Clerk from time to time.

(By-law No. 2010-205)

SCHEDULE B-1 - ADVISORY COMMITTEES

COMMITTEE NAME: Focus Kingston Steering Committee

REPORTING TO: Council (minimally annually)

COMPOSITION (AS APPOINTED BY COUNCIL):

Two (2) members of Council
Five (5) members of public.

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

Vision:

Kingston – Canada's most sustainable City.

Mission:

The Focus Kingston Steering Committee will steward the creation and implementation of a Community Sustainability Plan for the City of Kingston that is based upon good strategic planning, effective community consultation, while continuing to value and respect the interrelationship and importance of the social, cultural, economic and environment dimensions of our city.

Guiding Principles of Focus Kingston:

- To be Stewards of the next phase (phase 3) of the community strategic plan, with an emphasis on sustainability, one that will encompass the multi-faceted Kingston Roundtable Quality of Life components and other viable community strategic planning.
- To provide a Bridge, encouraging and facilitating ongoing communication and partnership between the Corporation, partner community organizations and the public.

(By-law No. 2010-205)

SCHEDULE B-2 - ADVISORY COMMITTEES

COMMITTEE NAME: The Kingston Environmental Advisory Forum (KEAF)

REPORTING TO: Environment, Infrastructure and Transportation Policies Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

Four (4) members of Council (one of whom is a member on the Planning Committee and one of whom is a member on the Environment, Infrastructure and Transportation Policies Committee);

Twelve (12) public representatives; The six-year appointment limit that applies to Committee members does not apply to Technical Committee Representatives.

Six (6) technical representatives as follows:

Two (2) representatives nominated by Queen's University

One (1) representative nominated by Royal Military College

One (1) representative nominated by St. Lawrence College

One (1) representative nominated by the Cataraqui Region Conservation Authority

One (1) representative nominated by the Kingston, Frontenac, Lennox & Addington Health Unit.

TERM OF APPOINTMENT: Term of Council;

MANDATE/TERMS OF REFERENCE:

The Committee shall report to the Planning Committee.

The purpose of the forum is to draw on knowledge within the Kingston community, to broaden public information and consultation on environmental issues, and to provide advice and information. The Forum will bring together experts in environmental matters from community institutions, authorities and practitioners, and representatives of the public to collaborate, on a volunteer basis, on specific projects designed to provide long-range environmental strategies for the City of Kingston.

The mandate of the **Kingston Environmental Advisory Forum** is an advisory one. The Committee may:

- a) Identify and prioritize important environmental issues through public consultation and systematic analysis
- b) Assist in the development of a broad-based comprehensive environmental strategy for the City of Kingston, which will also be used as guide to the Forum; it being understood that the intent of an environmental strategy is a general plan of action to determine the basic long-term goals and objectives of the corporation/community and the adoption of courses of action and the allocation of resources necessary to carry out these goals
- c) Assist and advise Council on the development of action plans to address environmental issues
- d) Provide advice to Council on the implementation of specific Action Plans relative to identified environmental issues
- e) Advise on environmental issues when requested by Council
- f) Make recommendations regarding existing programs and new initiatives
- g) Educate the public on matters deemed suitable
- h) Promote sustainability in the City of Kingston.

(By-law No. 2010-205; 2011-6)

SCHEDULE B-3 - ADVISORY COMMITTEES

COMMITTEE NAME: Milton Cemetery Board

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL):

3 residents in the neighbourhood

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

Manage the affairs of the cemetery as denoted in the original grant from Captain Milton.
Monitor the cemetery grounds in order to resolve maintenance issues.
Provide advice to Council regarding any proposed long-term maintenance of the cemetery property.

(By-law No. 2010-205)

SCHEDULE B-4 - ADVISORY COMMITTEES

COMMITTEE NAME: The Kingston Municipal Heritage Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

One member of the Planning Committee or an alternate Council appointment
Nine members of the public

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

Reports shall be the subject of one Motion.

- a) advise the Planning Committee on architectural and historical designations, as well as process applications for alterations/demolition's to designated buildings and loans for improvement to designated buildings;
- b) Where land development proposals are submitted to the City of Kingston which involve heritage-designated property or property within a Heritage Conservation District, the following process/protocol will be followed:
 - i) That development applications submitted to the City of Kingston which involve heritage-designated property or property within a Heritage Conservation District will be circulated to the Kingston Municipal Heritage Committee by Development Review for comments.
 - ii) That the Kingston Municipal Heritage Committee will respond to the request for comments to the Development Review unit for consideration and inclusion in the report to be considered by Council's Standing Committee – Planning and Development Planning Committee.
 - iii) That a separate application to the Kingston Municipal Heritage Committee (Heritage Permit) will not be required in order to respond to development applications circulated to the Committee by Development Review;
 - iv) That in situations where the development application is a Site Plan Control Application, a separate Heritage Permit Application will also be required and that a decision on the Site Plan will not be made until the heritage application has been dealt with by the Kingston Municipal Heritage Committee and Council.
 - v) That, in situations where multiple applications and approvals are required, the processing shall occur concurrently to the greatest extent possible with the foregoing considerations applying.
- c) The Terms of Reference for the **Kingston Municipal Heritage Committee** are as follows:
 - (i) Advise Council on matters of cultural heritage;
 - (ii) Advise Council on all applications pertaining to a heritage property or a heritage district for the purpose of:
 - Designation or de-designation
 - Alteration, addition or demolition
 - Loans or grants
 - Easement agreements;
 - (iii) Advise and develop working relationships with owners of heritage designated properties;
 - (iv) Advise and assist with the development and maintenance of an inventory of the City's heritage resources;
 - (v) Advise and assist with the development of municipal heritage conservation guidelines and significance criteria, and with municipal heritage policies, plans and programs;
 - (vi) Advise and assist with the development education programs and promote the activities of the Kingston Municipal Heritage Committee;
 - (vii) Liaise with other like organizations to promote Kingston's cultural heritage;
 - (viii) It is recognized that in order for the Kingston Municipal Heritage Committee to advise Council with due diligence on all applications pertaining to a heritage property or a heritage district a site visit or site inspection may be required and said site visits and site inspections shall directly relate to those duties outlined within the Kingston Municipal Heritage Committee's mandate as approved by Council including advising on designation or de-designation; alterations, additions or demolitions; grants or tax refunds; easement agreements; or new construction on a designated property; advising and assisting with the development and maintenance of an inventory of the City's heritage resources; and advising and developing working relationships with owners of heritage designated properties.

(By-law No. 2010-205)

SCHEDULE B-5 - ADVISORY COMMITTEES

COMMITTEE NAME: Pine Grove Cemetery Board

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL):

3 residents in the neighbourhood
District 1 Councillor

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

- Make recommendations to Council regarding the operations of the cemetery.
- Review rates and fees for services provided at the cemetery as set out in By-Law 99-280, being a by-law to provide for the maintenance, management, and control of Pine Grove Cemetery, as may be amended, from time to time.

(By-law No. 2010-205)

SCHEDULE B-6 - ADVISORY COMMITTEES

COMMITTEE NAME: MacLachlan Woodworking Museum Committee

REPORTING TO: Arts, Recreation and Community Polices Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

Four (4) members of the public; and
One (1) City Councillor

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

The Committee shall be responsible solely for the MacLachlan Woodworking Museum and shall:

- a) understand and respect the policies, activities and operations of the Museum;
- b) work with staff to ensure that the purposes for which the Museum was created are being fulfilled;
- c) provide advice, expertise, and direction regarding the policies, activities, and operations of the Museum;
- d) work with staff to advance strategic planning and development relevant to the Museum;
- e) promote the best interest of the Museum to ensure its stability, profile and future growth;
- f) participate in representing the Museum to the community, visitors, and other interested parties.

(By-law No. 2010-205)

SCHEDULE B-7 - ADVISORY COMMITTEES

COMMITTEE NAME: Kingston Entitlement Access Program (KEAP) Committee

REPORTING TO:Community Services Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

- One (1) Councillor
- Two (2) members of the Child Tax Working Group
- Two (2) members of Staff (resource and non-voting members)

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

The Committee shall advise Council on the implementation of the Kingston Entitlement Access Program.

(By-law No. 2010-205)

SCHEDULE B-8 - ADVISORY COMMITTEES

COMMITTEE NAME: Municipal Accessibility Advisory Committee

REPORTING TO: Council – established under provisions of Ontarians with Disabilities Act

COMPOSITION (AS APPOINTED BY COUNCIL):

One (1) member of Council;
Fifteen (15) members of the public, including individuals with disabilities.

TERM OF APPOINTMENT: staggered one and two-year appointments;

MANDATE/TERMS OF REFERENCE:

As outlined in the Ontarians with Disabilities Act:

- Advise Council in each year about the preparation, implementation and effectiveness of its Accessibility Plan; the first version of the plan which is to be developed by staff by September 30, 2003;
- Review in a timely manner the site plans and drawings described in Section 41 of the Planning Act that the Committee selects and provide advice to the Manager of Planning;
- Provide advice to Council on the accessibility for persons with disabilities to a building, structure or premise, or part of a building, structure or premise that council purchases, constructs or significantly renovates; or for which Council enters into a new lease; or that a person provides as municipal capital facilities under an agreement entered into by the Council, in accordance with Section 210.1 of the Municipal Act;
- Provide advice to Council regarding the City's purchase of goods or services through the City's procurement process for the use of the City, its employees or the public in order to assist Council to meet its obligation to have regard to the accessibility for persons with disabilities to the goods and services;
- Consult with and advise staff and Council regarding accessibility issues as requested;
- Perform all other functions that may be specified in the Regulations.

(By-law No. 2010-205)

SCHEDULE B-9 - ADVISORY COMMITTEES

COMMITTEE NAME: Nomination Advisory Committee

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL):

Six (6) members of Council;

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

- The Nominations Advisory Committee makes recommendations to Council regarding the appointment of members of the public to all external and internal Committees. They receive and review all applications from members of the public and Council who wish to serve on Committees.

(By-law No. 2010-205: 2011-6)

SCHEDULE B-10 - ADVISORY COMMITTEES

COMMITTEE NAME: Grand Theatre Community Advisory Board

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL): Fourteen (14) members of the public
One member of Council

Members shall represent a diverse group of leaders who have a passion for the Grand Theatre and shall have specific skills in the following areas:

1. Financial and business understanding;
2. Cultural/arts expertise and experience;
3. Strategic planning and visioning;
4. Interest and ability to support fundraising activities.

TERM OF APPOINTMENT: Public appointees: 7 two year terms; 7 four year terms
Councillor: Annually

MANDATE/TERMS OF REFERENCE:

The goal of the Board is to work collaboratively with the Cultural Director and provide strategic leadership and monitoring in the following areas of responsibilities:

- Overall vision, mission, strategic planning and leadership
- Direct delivery
- Indirect delivery

The roles and responsibilities are as noted hereunder:

- Create an assurance that the Theatre is operating within industry standards for municipal theatres;
- Govern the Theatre according to generally recognized democratic principles including opportunities for theatre users and stakeholders to participate in decision making processes;
- Determine, in collaboration with the Cultural Director, the theatres vision, core values and purpose;
- Develop and monitor the strategic direction of the Theatre to facilitate the fulfillment of the vision;
- Develop and implement a fundraising plan including corporate, individual and special events;
- Ensure high levels of executive management performance and quality of service;
- Communicate to the community about its work and approach to governance.

(By-law No. 2010-205)

SCHEDULE B-11 - ADVISORY COMMITTEES

COMMITTEE NAME: Pump House Steam Museum Committee

REPORTING TO: Arts, Recreation and Community Policies Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

Four (4) members of the public; and

One (1) City Councillor

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

The Committee is responsible for the Pump House Steam Museum and will:

- a) Understand and respect the policies, activities and operations of the Museum;
- b) Work with staff to ensure that the purposes for which the Museum was created are being fulfilled;
- c) Provide advice, expertise and direction regarding the policies, activities and operations of the Museum;
- d) Work with staff to advance strategic planning and development relevant to the Museum;
- e) Promote the best interests of the Museum to ensure its stability, profile and future growth; and
- f) Participate in representing the Museum to the community, visitors and other interested parties.

(By-law No. 2010-205; 2011-20; 2011-140)

SCHEDULE B-12 - ADVISORY COMMITTEES

1. **COMMITTEE NAME:** Kingston 2010 Election Compliance Audit Committee
2. **Duration**
The Committee must be established before October 1, 2010 and the term of office is the same as the term of office of the Council (November 30, 2014).
3. **Mandate**
The powers and functions of the Committee are set out in Sections 81 and 81.1 of the *Municipal Elections Act, 1996*, as amended. The Committee will be required to:
 - a) consider all compliance audit applications received relating to election campaign finances of 2010 election candidates and decide whether the application should be granted or rejected;
 - b) if an application is granted, appoint an auditor to conduct a compliance audit;
 - c) consider the auditor's report and
 - i) if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, commence a legal proceeding against the candidate;
 - ii) if the report concludes that the candidate does not appear to have contravened a provision of the Act relating to election campaign finances, make a finding as to whether there was reasonable grounds for the application;
 - d) recover the costs of conducting the compliance audit from the applicant if the report indicates there was no apparent contravention and the Committee finds there were no reasonable grounds for the application.
4. **Membership**
The Committee will be composed of three (3) members who are **not** employees or officers of the municipality or local board, members of the Council or local board or any persons who are candidates in the 2010 municipal election. Membership will be drawn from the following groups:
 - a) accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates; and/or
 - b) academic – college or university professors with expertise in political science or local government administration; and/or
 - c) legal; and/or
 - d) other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*, as amended.
5. **Membership Selection**
The City Clerk will contact individuals from the groups listed above. Members will be selected on the basis of the following:
 - a) demonstrated knowledge and understanding of municipal election campaign financing rules;
 - b) proven analytical and decision-making skills;
 - c) experience working on a committee, task force or similar setting;
 - d) availability and willingness to attend meetings;
 - e) excellent oral and written communications skills.

To avoid a conflict of interest, any auditor or accountant appointed to the Committee must agree in writing to not undertake the audits or preparation of the financial statements of any candidates seeking election in 2010. Failure to adhere to this requirement will result in the individual being removed from the Committee.

All members are subject to approval of Kingston City Council.

(By-law No. 2010-205)

SCHEDULE B-12 - ADVISORY COMMITTEES- continued:

COMMITTEE NAME: Kingston 2010 Election Compliance Audit Committee

6. **Chair**

The Committee members will select a Chair from amongst its members at its first meeting.

7. **Staffing and Funding**

Staff from the City Clerk's Office will provide administrative support to the Committee.

8. **Meetings**

All meetings of the Committee will be open to the public and the City's website will be used to communicate the meeting notices and agendas.

(By-law No. 2010-205)

SCHEDULE B-13 – ADVISORY COMMITTEES

COMMITTEE NAME: Rural Advisory Committee

REPORTING TO: Council

COMPOSITION (AS APPOINTED BY COUNCIL):

Membership from outside the urban boundary identified in schedule 2 of the official Plan:

- a) two rural residential representatives
- b) two rural agricultural representatives
- c) one rural-business (farm or non-farm) representative
- d) two city councillors

TERM OF APPOINTMENT:

To expire with the 2010-2014 term of Council or until such time as successors are appointed

MANDATE/TERMS OF REFERENCE:

The mandate of this committee is to represent the interests of Kingston's rural residents, as they relate to residential, agricultural and rural-business matters, specifically:

1. To serve as a forum for public discussion to examine issues of interest or impact to the rural community, including but not limited to:
 - a. municipal services/infrastructure
 - b. use of private and/or public land
 - c. environmental issues
 - d. socio-economic matters
 - e. wildlife management
 - f. transportation and utility corridors
 - g. snowmobile and ATV use
 - h. hunting and firearms
 - i. trails and private property
 - j. emergency services, access to health and social services and service delivery in rural areas
 - k. proposed or existing federal or provincial legislation, policies and programs
2. To provide input and advice as required , through Council or a standing committee of Council on issues of interest or impact to the rural community, including but not limited to:
 - a. municipal studies, plans, by-laws and proposed projects that may have a potential rural implication
 - b. development of policies and programs
 - c. municipal economic strategies
 - d. implementation of federal and provincial legislation and programs
 - e. potential funding opportunities
 - f. strategies to improve the delivery of municipal services, programs and information and ways in which these strategies can meet the needs of rural residents
 - g. rural land stewardship programs or proposed projects of the city, community groups or other agencies

(By-law No. 2010-205; 2011-64)

SCHEDULE B-13 – ADVISORY COMMITTEES – continued:

COMMITTEE NAME: Rural Advisory Committee

3. Review and recommend appropriate means and methods of communication, including information sessions, public meetings or other to communicate City information to rural residents and promote two-way communication between rural residents and the city.

SCHEDULE OF MEETINGS: This committee will meet on a quarterly basis or at the call of the chair.

(By-law No. 2010-205; 2011-64)

SCHEDULE B-14 – ADVISORY COMMITTEES

COMMITTEE NAME: Seniors Advisory Committee

MANDATE: To develop an "Age-Friendly" Plan for the City of Kingston in keeping with the theme and direction of the World Health Organization (WHO) and with the eight categories noted below and for other service areas that may be identified during the plan's development.

REPORTS TO: City Council

TERM OF COMMITTEE: The Committee's term is expected to be 12 months and will conclude once the mandate has been fulfilled and council has adopted a recommended plan.

BACKGROUND: According to the World Health Organization (WHO) the population of senior citizens (over age 65), throughout the world will more than double within the next few decades. In Canada, a number of municipalities have already developed "Age-Friendly" plans which focus on delivering these services to our seniors.

With one of the largest seniors populations in the country, per capita, Kingston will understandably see an even greater increase in its demographic of senior citizens. The WHO recommends that cities throughout the western world develop "Age-Friendly" Plans focused on delivering services to seniors in the eight following categories:

1. Outdoor Spaces and Places
2. Transportation
3. Housing
4. Social Participation
5. Respect and Social Inclusion
6. Civic Participation and Inclusion
7. Communication and Information
8. Community Support and Health Service

STAFF SUPPORT: The committee will receive research and project support from the CAOs office and from selected staff from across city departments.

REFERENCING DOCUMENTATION: The primary reference will be "Global Age-Friendly Cities: A Guide", published by the World Health Organization.

MEETINGS: The committee will meet bi-monthly or at the call of the Chair.

COMMUNICATIONS: The Chair of the committee will provide status reports to Council on a regular basis during the committee term.

(By-law No. 2010-205; 2011-88)

Schedule B-14 – ADVISORY COMMITTEES continued:

COMMITTEE NAME: Seniors Advisory Committee

COMMITTEE COMPOSITION: In accordance with the protocols established by the Nomination Committee, the composition of the committee will include:

- 1 council representative;
- 1 representative from the Senior's Centre Executive Staff;
- 1 representative from the membership of the Senior's Centre;
- 1 representative from the Council on Aging Volunteer Organization;
- 2 representatives representing local/regional organizations serving seniors (excluding the Senior's Centre and the Council on Aging);
- 3 members of the public

(By-law No. 2010-205; 2011-88)

Schedule B-15 – ADVISORY COMMITTEES

Committee Name: Housing and Homelessness Advisory Committee

Reporting To: Arts, Recreation & Community Policies Committee

Composition (as appointed by council) December 1, 2011 – November 30th, 2012:

- 2 members of City of Kingston Council
- 1 representative from the County of Frontenac
- 1 representative from Kingston Economic Development Corporation (KEDCO)
- 1 representative from Kingston Home Builders Association (KHBA)
- 1 representative from the Kingston Not for Profit Housing Association
- 1 representative from homelessness service providers (involved with Community Advisory Board on Homelessness)
- 1 representative from the Community Leadership Committee (as established by United Way KFLA)
- 4 members of the public at large

Composition (as appointed by council) December 1, 2012:

- 2 members of City of Kingston Council
- 1 representative from the County of Frontenac
- 1 representative from Kingston Economic Development Corporation (KEDCO)
- 1 representative from Kingston Home Builders Association (KHBA)
- 1 representative from the Kingston Not for Profit Housing Association
- 1 representative from homelessness service providers (involved with Community Advisory Board on Homelessness)
- 1 representative from the Community Leadership Committee (as established by United Way KFLA)
- 1 tenant of social/affordable housing services
- 2 members of the public at large

Term of Appointment:

All representatives to be appointed for two year terms.

Mandate/Terms of Reference:

- Members of the Committee will work to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to:
- Provide advice to Council on housing, publicly assisted affordable housing and homelessness policies;
- Provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives;
- Maintain close linkages with other City Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.
- Provide housing and homelessness advice.
- Provide advice on overall financial investment tools for housing and homelessness but not on individual funding allocation.

(By-law No. 2010-205; 2011-116)

SCHEDULE C-1 - LEGISLATED COMMITTEES

COMMITTEE NAME: Appeals Committee

REPORTING TO: Statutory Committee established under provisions of Building Code

COMPOSITION (AS APPOINTED BY COUNCIL): Two (2) members of Council;
Three (3) members of the public

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

This Committee hears appeals to Orders issued under the Property Standards By-Law and on refusals or revocations of licenses by staff. The Committee also hears requests for exemptions of By-Law No. 2003-405, "A By-Law to Regulates Fences".

(By-law No. 2010-205)

SCHEDULE C-2 - LEGISLATED COMMITTEES

COMMITTEE NAME: Committee of Adjustment

REPORTING TO: Statutory Committee established under Section 44 of Planning Act

COMPOSITION (AS APPOINTED BY COUNCIL):

Seven (7) members of the public.

Note: for the balance of the 2006 to 2010 Council term, the Committee composition shall include two (2) members from the rural panel and five (5) members from the urban panel. After that time, an urban and rural area definition split will not be set for the Committee.

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

Please refer to By-Law 2009-16, being a by-law to continue the establishment of a Committee of Adjustment for the City of Kingston and to establish the composition of the Committee of Adjustment, and to govern the calling, place and procedures of the Committee of Adjustment, and to repeal By-Law 98-4.

(By-law No. 2010-205)

SCHEDULE C-3 - LEGISLATED COMMITTEES

COMMITTEE NAME: Taxi Commission

REPORTING TO: Stand Alone - Established under Private Members Bill

COMPOSITION (AS APPOINTED BY COUNCIL):

Seven (7) members:
Six (6) from the City of Kingston
One (1) from Loyalist Township

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

The commission may pass by-laws for the licensing, regulating and governing owners, drivers and brokers of taxi cabs.

(By-law No. 2010-205)

SCHEDULE C-4 - LEGISLATED COMMITTEES

COMMITTEE NAME: Court of Revision – Municipal Act Requirements

REPORTING TO: Statutory Committee established under the Municipal Act, Section 18

COMPOSITION (AS APPOINTED BY COUNCIL):

Three (3) to Five (5) members (Municipal Act requirement)

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

Municipal Act (Ont. Reg. 119/03)

- a) Before a special charge is imposed, the municipality shall set a time and a place for the hearing by the Court of Revision of objections against the proposed local improvement roll and of the municipality's proposed revisions to the proposed local improvement roll.
- b) The court of revision at a hearing held pursuant to section 20 (as outlined in a) above) may review the proposed local improvement roll and correct it as to all or any of the following matters:
 - 1. The cost of the work.
 - 2. The names of the owners of the lots.
 - 3. The frontage or other measurements of the lots.
 - 4. The amount of the reduction or increase to be made under section 15 or 16 in respect of any lot.
 - 5. The lots which, but for subsection 9 (5) would be exempt from being specially charged.
 - 6. The lifetime of the work.
 - 7. The charge per metre frontage to be imposed on any lot.
 - 8. If all or part of the owners' share of the cost is to be specially charged on lots not abutting on the work, those non-abutting lots that are to be specially charged and the amount of the special charge to be imposed on those lots.

O. Reg. 119/03, s. 23.
- c) The court of revision may, at any time after the certification of the local improvement roll, reduce any special charge for the current year and the remaining years for which the special charge is imposed if it determines that the special charge is incorrect by reason of any gross or manifest error. O. Reg. 119/03, s. 26 (1).
- d) The court of revision does not have the authority to change the proportion of the municipality's and the owners' share of the cost except to the extent that the proportion may be affected by a decision made under section 23, 24, 25 or 26. O. Reg. 119/03, s. 27.

(By-law No. 2010-205)

SCHEDULE C-5 - LEGISLATED COMMITTEES

COMMITTEE NAME: Court of Revision – Drainage Act Requirements

REPORTING TO: Statutory Committee established under the Drainage Act, Section 97

COMPOSITION (AS APPOINTED BY COUNCIL):

Three (3) or Five (5) members (Drainage Act requirement) All landowners on the Central Pittsburgh Drain shall be invited to serve on the Committee and 10 landowners will be selected.

In the case of the Central Pittsburgh Drain which extends into the Township of Leeds and 1000 Islands, two (2) members of Kingston City Council (one of whom shall be Chair) and one (1) member from the Township of Leeds and 1000 Islands.

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

Drainage Act (Section 52)

52.(1) Any owner of land assessed for the drainage works who complains that any land or road has been assessed too high or too low or that any land or road that should have been assessed has not been assessed, or that due consideration has not been given as to type of use of land, may personally, or by agent, appeal to the court of revision by giving notice in writing to the clerk of the initiating municipality setting out the grounds of the appeal, and the appeal shall be heard by the court of revision. R.S.O. 1990, c. D.17, s. 52 (1).

(By-law No. 2010-205)

SCHEDULE D-1 - AGENCIES AND BOARDS WITH COUNCIL APPOINTEES

1. The **Catarqui Region Conservation Authority** - four members of Council, appointed annually. This body sets policies and reviews the operations of the Conservation Authority pursuant to the *Conservation Authorities Act* of Ontario.
2. The **Downtown Kingston BIA!** - two members of Council, plus one alternate; appointed for the term of Council. This body promotes Downtown Kingston! as the vibrant and healthy commercial, retail, residential and entertainment centre of our region. The Board of Management is made up of all property and business owners operating within the Central Business District.
3. The **Kingston Access Services** - two members of Council, appointed for the term of Council. Kingston Access Bus was established to coordinate community transportation and broker non-medical transportation. It provides door to door service on a first-come, first-served basis, while maintaining strict eligibility criteria for its registered passengers. The Councillors act as a liaison between the KAB Committee Board of Directors and City Council. They are full voting members of the Board of Directors, but do not make up the quorum
4. The **Kingston Economic Development Corporation** - the Mayor, three members of Council and one alternate; appointed for one year. The Kingston Economic Development Corporation (KEDCO) works collaboratively with the City of Kingston and local and regional partners to achieve prosperity by developing and promoting economic advantages to sustain and grow the economy of Kingston. Activities of primary concern include, but are not limited to, fostering local investment, job creation, assessment growth, and community prosperity through the support of strategic economic activities in the industrial, commercial, institutional, technology and tourism sectors, and such other complementary purposes not inconsistent with these objects.
5. The **Kingston Electricity Distribution Limited** – The Mayor of the City of Kingston
6. The **Kingston & Frontenac Housing Corporation** – Three (3) Members of City Council, two tenants, and three members of the community-at-large, and the Chief Administrative Officer of the City of Kingston or designate approved by the Shareholder appointed annually, constitute the Board of Directors for this Corporation.
 - Terms for tenant and public at large appointees will be three years
 - Members of City Council and the Chief Administrative Officer of the City of Kingston will be appointed annually.
7. The **Kingston, Frontenac, Lennox & Addington Public Health, Board of Health** - three members of Council, appointed for a two-year term. This body provides advice and makes recommendations to KFLA Public Health on the programs and services to be offered, sets the annual budget and oversees expenditures.
8. The **Kingston Frontenac Public Library Board** - one member of Council and seven members of the public, appointed for the term of Council. Provides for the information, education and leisure needs of the citizens of the City of Kingston and the Townships of Frontenac through its 5 urban and 12 rural branches; establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies.
9. The **Kingston Non-Profit Housing Corporation (Town Homes Kingston)** - two members of Council, appointed annually, and five members of the public, appointed for staggered one, two, and three year terms. The mandate of this committee is to provide and maintain a high standard of affordable, suitable, and community-integrated non-profit housing in Kingston.

SCHEDULE D-1 continued

10. The **Kingston Police Services Board** - the Mayor one member of Council, and one member of the public, will be appointed for a two-year term. Under the *Police Services Act*, for every municipality that maintains a police force, there is a requirement for a Police Services Board. This Board provides civilian governance of the municipal police force pursuant to the *Police Services Act*. Its responsibilities include determining objectives and priorities with regard to police services in the municipality and establishing policies for the effective management of the police force.
11. The **Pittsburgh Community Benefit Fund** - two members of Council from District 1 and District 12, appointed for the term of Council.
12. The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Mayor and two members of Council, appointed annually, two members of the Frontenac Management Board, appointed annually; and the Warden of Frontenac County. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at least quarterly with the Chief Administrative Officer of the City and the Frontenac Management Board for the purposes of discussing issues arising from joint agreements and recommending solutions to matters of common concern.

(By-law No. 2010-205; 2011-33)

(Note Schedule E-1 repealed by By-law No. 2011-36)

SCHEDULE F-1 - ADVISORY COMMITTEE REPORTING TO A COMMITTEE

COMMITTEE NAME: Central Pittsburgh Drain Committee

REPORTING TO: Administrative Policies Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

Invitations shall be forwarded to all landowners on the Central Pittsburgh Drain encouraging applications of interest; All landowners on the Central Pittsburgh Drain shall be invited to serve on the Committee and 10 landowners will be selected.

Up to ten (10) landowners, as follows:

One (1) member of the Administrative Policies Committee, who is not a landowner on a municipal drain and has no pecuniary interest in a municipal agricultural drain

TERM OF APPOINTMENT: Annually

MANDATE/TERMS OF REFERENCE:

Provide advice on agricultural drainage and report to the Administrative Policies Committee.

(By-law No. 2010-205)

SCHEDULE F-2 - ADVISORY COMMITTEE REPORTING TO A COMMITTEE

COMMITTEE NAME: Lemoine Point – Cataraqui Region Conservation Authority

REPORTING TO: Cataraqui Region Conservation Authority

COMPOSITION : Two (2) Councillors who are also members of the Cataraqui Region Conservation Authority

Six (6) members of the public

TERM OF APPOINTMENT: Staggered two and four-year appointments

MANDATE/TERMS OF REFERENCE:

This Committee provides advice and makes recommendations to the Cataraqui Region Conservation Authority pertaining to Lemoine Point.

(By-law No. 2010-205; 2011-132)

SCHEDULE F-3 - ADVISORY COMMITTEE REPORTING TO A COMMITTEE

COMMITTEE NAME: The Arts Advisory Committee

REPORTING TO: Arts, Recreation and Community Policies Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

One (1) Member of Council (to be a member of the Arts, Recreation and Community Policies Committee (appointed annually):

Two (2) Members of the Public

Eight (8) arts representatives nominated by the Executive of the Board of Kingston Arts Council as follows:

Three (3) performing arts (includes theatre, music, multi-media performance, and dance);

Three (3) visual arts (includes fine art, craft, electronic media arts);

Two (2) other forms of art (includes literary, film or other);

TERM OF APPOINTMENT: Two years

MANDATE/TERMS OF REFERENCE:

The Arts Advisory Committee will serve as an avenue of communication and consultation between the arts community and the municipal government, it being understood that the arts include creative expression in all media including visual and media arts, performing arts such as theatre, music and dance, literature, film and craft. Its aim is to ensure that Kingston arts programs serve the needs and priorities of artists and arts organizations and are in step with those of peer municipalities, and broader, established norms in the field. Through regular communication with City of Kingston staff and City of Kingston Council, the Arts Advisory Committee will foster awareness of City of Kingston goals and methods within the arts community. Its mandate includes reporting on the following to the Arts, Recreation and Community Policies Committee:

1. Monitoring the impact and effectiveness of the City of Kingston arts programs;
2. Making recommendations regarding existing programs and new initiatives;
3. making staff and Council, through the Arts, Recreation and Community Policies Committee, aware of changing conditions and opportunities in the arts;
4. Advising Council and staff, through the Arts, Recreation and Community Policies Committee, of the present and potential impact of non-art programs and policies on the arts sector.

(By-law No. 2010-205)

(Note: Schedule F-4 deleted by By-law No. 2011-116)

SCHEDULE F-5 – ADVISORY COMMITTEE REPORTING TO A COMMITTEE

COMMITTEE NAME: Kingston Memorial Centre Advisory Committee

REPORTING TO: Arts, Recreation and Community Policies Committee

COMPOSITION (AS APPOINTED BY COUNCIL)

Two (2) members of Council

Four (4) members of the public

One (1) member of the Kingston & District Agricultural Society

TERM OF APPOINTMENT & MEETINGS

Members Council, Members of the public and Kingston & District Agricultural Society: 2 year term

The Committee shall meet on a quarterly basis, at a minimum.

MANDATE/TERMS OF REFERENCE:

The goal of this Committee is to provide advice on the following items:

1. Capital upgrades to the Kingston Memorial Centre site and related facilities/amenities.
2. Future developments and plans for the Kingston Memorial Centre site and facilities/amenities.
3. Community partnerships and programs.

(By-law No. 2010-205; 2011-36)

SCHEDULE F-6 - ADVISORY COMMITTEE REPORTING TO A COMMITTEE

COMMITTEE NAME: Near Campus Neighbourhoods Advisory Committee

REPORTING TO: Arts, Recreation and Community Policies Committee

COMPOSITION (AS APPOINTED BY COUNCIL):

Membership: (9)

(1) one city councillor from one of the following districts and

(1) one community representative from each of the following districts:

- a. Sydenham
- b. Portsmouth
- c. Kings Town
- d. Williamsville

(1) one landlord or property manager

(1) one student from Queen's University

(1) one student from St. Lawrence College

(1) the chair of the town and gown quality of life working group

TERM OF APPOINTMENT: PILOT TERM 18 -24 MONTHS

MANDATE/TERMS OF REFERENCE:

1. The purpose of the committee is to provide a means for communication and education for issues encompassing neighbourhood relations and to emphasize the importance of building partnerships within the near campus neighbourhoods. The committee will serve as a model for creating safe and sustainable neighbourhoods and for students on the importance of citizenship.
2. The mandate of the committee is to address the concerns of residents of near campus neighbourhoods by fostering relationships between students and non-students and opening communication lines through listening, collaboration and cooperation to promote citizenship and a shared sense of belonging and community pride.
3. The committee will liaise with the town and gown quality of life working group to communicate issues and provide feedback to this group on the initiatives and strategies of this working group.

SCHEDULE OF MEETINGS:

This committee will meet quarterly.

(By-law No. 2010-205; 2011-44)
