



CITY OF KINGSTON  
ADMINISTRATIVE POLICIES COMMITTEE  
MEETING NO. 07 - 2010  
AGENDA  
Wednesday, August 18<sup>th</sup>, 2010  
5:30 p.m., Council Chambers, City Hall

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*Please provide regrets to James Thompson, Committee Clerk at 546-4291, Ext. 1268 or  
jthompson@cityofkingston.ca*

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**COMMITTEE COMPOSITION**  
Members

Councillor Foster  
Councillor Meers

Councillor Garrison  
Councillor Schmolka

Councillor Hector  
Councillor Smith

**1. MEETING TO ORDER**

**2. APPROVAL OF AGENDA**

**3. CONFIRMATION OF MINUTES**

**THAT** the minutes of the Administrative Policies Committee Meeting No. 06-2010 held on July 15<sup>th</sup>, 2010 be approved.

**4. DISCLOSURE OF PECUNIARY INTEREST**

**5. DELEGATIONS**

**6. BRIEFINGS**

- a) Representatives from KPMG Chartered Accountants will provide a briefing regarding the 2009 Audited Financial Statements.
- b) Ms. Linda Peever, Director, Residential Long-Term Care will provide a briefing regarding the Rideaucrest Action Plan Update. This briefing will occur prior to the consideration of Business Item "D".

7. BUSINESS

a) **2009 Audited Financial Statements**

The Report of the Deputy Treasurer Officer (AP-10-020) is attached.

Schedule Pages 1 – 51

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, 2009,

- And further –

**THAT** Council appoint KPMG as auditor for the years ending December 31, 2010 and December 31, 2011.

b) **Comprehensive Policy With Respect to Requests for Proclamations, the Raising of Flags at City Hall and Elsewhere in the City, the Planting of Dedication Trees on City Property, the Placement of Commemorative Benches on City Property, and the Temporary Display of Commemorative Items at City Hall**

**Please Note:** The Report of the City Clerk (AP-10-026) will be distributed separately.

c) **Review of Reimbursement Policy for Expenses Incurred by Members of Council in Obtaining Legal Opinions Regarding Potential Pecuniary Interest**

The Report of the Director of Legal Services and City Solicitor (AP-10-028) is attached.

Schedule Pages 52 – 56

Recommendation

1. **THAT** City Council approve the continuation of the policy that provides for the reimbursement of legal expenses incurred by members of City Council to obtain independent legal advice as to whether, pursuant to the *Municipal Conflict of Interest Act*, they have a pecuniary interest in a matter before Council or a committee or local board of Council that will require them to disclose that interest and not take part in the discussion, vote on or attempt to influence the vote on the matter.
2. **THAT** prior to obtaining the independent legal opinion for which reimbursement is being sought from the City, the councillor request approval for reimbursement from the Director of Legal Services, who in consultation with the Chief Administrative Officer, will conduct an initial screening limited to determining if there is a question for which reimbursement of an outside legal opinion is appropriate.
3. **THAT** reimbursement shall be for one hundred percent of the cost of the independent legal opinion up to the annual maximum amount per councillor in a calendar year.
4. **THAT** the annual maximum amount in a calendar year be increased from \$1000, established in 1999, to \$1500.

5. **THAT** the necessary funds be included in the operating budget of the Clerk's Department.

d) **Rideaucrest Action Plan Update**

The Report of the Commissioner of Community Services (AP-10-027) is attached.

Schedule Pages 57 – 81

Moved by:

Seconded by:

**THAT** the Administrative Policies Committee resolve itself into the Committee of Management for Rideaucrest Home to consider the following item:

**Recommendation**

This is an information report to be received by the AP Committee and no action is required at this time.

Moved by:

Seconded by:

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

**8. OTHER BUSINESS**

**9. CORRESPONDENCE**

**10. DATE OF NEXT MEETING**

The next meeting of the Administrative Policies Committee is scheduled to be held on Thursday September 9<sup>th</sup>, 2010.

**11. ADJOURNMENT**

**ABEYANCE ITEMS**

<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</b>
March 28 <sup>th</sup> , 2006	Development of Policy, Programs, and Types of Events to be Held in Market Square	Commissioner of Sustainability & Growth	Q2 2009		Report went to Council on May 4 (10-159)
December, 2008	Update pertaining to the implications from the adoption and implementation of the Advertising Revenue Generation Policy	Commissioner of Sustainability & Growth	Q4 2009		94
April 6 <sup>th</sup> , 2009	Update on a comprehensive policy with respect to: requests for proclamations; the raising at flags at City and elsewhere in the city; the planting of dedication trees on City property; the placement of commemorative benches on City property; and the placement of dedication plaques on City facilities.	Clerk's Department/ Commissioner of Transportation, Properties and Emergency Services/President & CEO of Utilities Kingston/	Q4 2009	COMPLETED	45
June 12 <sup>th</sup> , 2007	Policy Incorporating the Requirement to Identify Healthy Food Options and the Use of Local Foods at all Recreational and Sporting Facilities	Commissioner of Sustainability & Growth	Q3 2010		17
April 8 <sup>th</sup> , 2010	Fiscal Policy for Unsolicited Applications for Grants, Loans and Other Financial Assistance from Not-For-Profit Entities	Commissioner of Community Services	Q3 2010		92
August 13 <sup>th</sup> , 2009	Video Surveillance Policy – Annual Report	Legal Services/Clerk's Department	Q3 2010		65
May 26 <sup>th</sup> , 2010	Review of By-Law Regarding Legal Opinions for Pecuniary Interests	Legal Services	Q3 2010	COMPLETED	93