



**City Of Kingston
Administrative Policies Committee
Meeting Number 07-2016
Minutes
Thursday November 10, 2016
5:30 p.m., Council Chamber, City Hall**

Members Present

Councillor Holland; Vice-Chair
Councillor Allen
Councillor Canon
Councillor Osanic
Councillor Stroud (arrived 5:40 p.m.)

Members Absent

Councillor Boehme

Staff Present

Mr. Dickey, Director, Financial Services
Mr. Follwell, Director, Recreation & Leisure Services
Ms. Hurdle, Commissioner, Community Services
Ms. Kennedy, CFO & City Treasurer
Ms. Skeaff, Director, Long Term Care
Mr. Thompson, Committee Clerk

Others Present

Representatives from KPMG
Members of the public were present

This is not a Verbatim Report

Public Meeting

The Administrative Policies Committee held a public meeting at 5:30 p.m. on November 10, 2016 to consider Tax Write Offs Pursuant to Sections 357 and 358 of the Municipal Act, 2001.

Members of the public were not present to speak to this matter.

The Chair closed the public meeting regarding Tax Write Offs Pursuant to Sections 357 and 358 of the Municipal Act, 2001 at 5:32 p.m.

Meeting to Order

The Chair called the meeting to order at 5:33 p.m.

Approval of Agenda

Moved by Councillor Osanic
Seconded by Councillor Allen

That the agenda be amended to include the addendum, and as amended, be approved.
Carried

Confirmation of Minutes

Moved by Councillor Osanic
Seconded by Councillor Allen

That the Minutes of Administrative Policies Committee Meeting Number 06-2016 held Thursday September 8, 2016 be approved.

Carried

Disclosure of Pecuniary Interest

Councillor Allen declared a pecuniary interest regarding the Film Policy Amendment as he is currently employed by a film & video production company.

Delegations

- a) Mr. Brent Nurse was present to speak to the Committee regarding Film Policy Amendment.

Councillor Allen withdrew from the meeting due to a pecuniary interest.

Mr. Nurse expressed concern that small budget film companies would be bound by the same requirements as a large production company under the Film Policy. He elaborated that the amendments to the Film Policy could limit Kingston residents as well as smaller companies from remaining involved in this industry.

Mr. Nurse spoke to the requirement for production vehicles to be issued a Location Filming Vehicle Permission Card. He explained that his personal vehicle serves as his production vehicle and questioned if there is a requirement to have a permit to film on private property.

Briefings

There were none.

Business

a) 2016 Interim Audit / External Audit Plan

Ms. Kennedy provided the Committee with a summary of the Report.

Representatives from KPMG provided the Committee with an overview of the KPMG Audit Planning Report.

Councillor Stroud arrived at the meeting at 5:40 p.m.

Moved by Councillor Candon
Seconded by Councillor Allen

That the 2016 audit plan, as presented by KPMG, be received for information purposes.
Carried

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

Ms. Kennedy provided the Committee with a summary of the Report.

Moved by Councillor Allen
Seconded by Councillor Stroud

That Council approve the cancellation, reduction or refund of taxes pursuant to applications made under Sections 357 and 358 of the *Municipal Act, 2001* totaling \$103,995.30 of which \$67,118.54 is the City's portion and the amounts charged back to

the school boards and Downtown Kingston! BIA are \$31,813.31 and \$5,063.45 respectively, as listed in Exhibit A attached to Report AP-16-023.

Carried

c) Film Policy Amendment

Councillor Allen withdrew from the meeting due to a pecuniary interest.

Ms. Hurdle provided the Committee with a summary of the Report. She spoke to the changes included in the revised report attached to the addendum.

Councillor Osanic sought further information regarding how staff intend to increase the number of productions filmed in Kingston. Ms. Hiebert responded that Tourism Kingston will be reviewing this matter in 2017 as well as establishing a Film Commission with the intent of increasing film production in Kingston by 2018.

Councillor Stroud sought further information regarding the timelines outlined in the Policy. Ms. Hurdle spoke to the revised recommendation which will allow staff to make procedural amendments to the Policy when shorter time frames are required. She stated that staff would like some flexibility to address unique situations as they arise.

Moved by Councillor Stroud

Seconded by Councillor Osanic

That the Administrative Policies Committee recommends that the following recommendation be approved and forwarded to Council for consideration at its meeting scheduled December 6th, 2016:

That Council approve the amended Film Policy, attached as Exhibit A to Report Number AP-16-025; and

That Council authorize the Commissioner of Community Services or her/his delegate to amend for procedural purposes the Film Policy, attached as Exhibit A to Report Number AP-16-025; and

That Council approve an amount of \$55,000 to be funded from the Working Fund Reserve to support the development of a Film Commission.

Carried

Councillor Allen returned to the meeting.

d) Rideaucrest Home Board of Management

Moved by Councillor Allen
Seconded by Councillor Candon

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

Carried

i. Business

a) Rideaucrest Home Report for August – October 2016

Ms. Skeaff provided the Committee with a summary of the Report.

Councillor Stroud referenced the increases in the number of staff on modified duties and pressure ulcers and suggested that the cause of the increase in pressure ulcers is likely due to staff workload. He questioned if staff are comfortable with the recent reduction in nursing hours. Ms. Skeaff clarified that all staff members of modified duties have been completely replaced. She noted that staff review indicators on a regular basis and examined the triggers of the ulcers. She mentioned that incorrect documenting practices resulted in the increased numbers. Ms. Hurdle added that workplace incidents and not exclusively related to workload and stated that other factors can cause injury. She noted that this matter is reviewed with Human Resources annually. Councillor Stroud commented that it is possible that there is more than one cause for the increased number of ulcers and stated that inaccurate reporting is not the only cause.

Moved by Councillor Osanic
Seconded by Councillor Candon

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

Carried

Motions

There were none.

Notices of Motion

There were none.

Other Business

There was none.

Correspondence

Councillor Allen referenced the correspondence received from Mr. Greg Birtch, regarding Request to extend bylaw hours. Ms. Hurdle responded that this matter would be addressed in a subsequent report which will be brought before the Committee.

Date of Next Meeting

The next meeting of the Administrative Policies Committee is scheduled for December 7, 2016.

Adjournment

Moved by Councillor Osanic
Seconded by Councillor Candon

That the meeting of the Administrative Policies Committee adjourn at 6:08 p.m.

Carried