



**City of Kingston
Report to Council
Report Number 16-179**

To: Mayor and Members of Council
From: Cynthia Beach, Commissioner, Corporate & Strategic Initiatives
Resource Staff: John Bolognone, City Clerk
Date of Meeting: June 7, 2016
Subject: Appointment of Deputy City Clerk, Alternate Acting City Clerk and Housekeeping Amendments

Executive Summary:

As a result of the departure of the Deputy City Clerk and leave of a Committee Clerk from the Office of the City Clerk, it is necessary to appoint both a Deputy City Clerk, who can act as acting City Clerk, and an Alternate Acting City Clerk who can act when the City Clerk and Deputy City Clerk are both absent from the office. As part of the By-Law Review Process, staff has taken the opportunity to review By-Law 98-8, as amended, being a “By-Law to Appoint Statutory Officials of The Corporation of the City of Kingston”. By-Law 98-8 was last updated in November 2015. Staff has also addressed some housekeeping matters. In order to provide continual and uninterrupted customer service both internally and externally and confirm additional appointments, staff recommend that the by-law be given three readings at the same Council meeting.

Recommendation:

That a by-law be presented to Council to amend By-Law 98-8, as amended, being a “By-law to appoint Statutory Officials of The Corporation of the City of Kingston” as follows:

- Janet Jaynes is appointed Deputy City Clerk and as Acting City Clerk when the City Clerk is absent or unable to carry on the duties of the Clerk through illness or otherwise; and
- Derek Ochej is appointed as Alternate Acting City Clerk when the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the Clerk through illness or otherwise; and
- Approval of housekeeping amendments as outlined in Report 16-179; and

That the by-law be given three readings at the June 7, 2016 Council meeting.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Cynthia Beach, Commissioner,
Corporate & Strategic Initiatives**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Community Services

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

Not required

Desiree Kennedy, Chief Financial Officer & City Treasurer

Not required

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Options/Discussion:

Section 228(2) of the Municipal Act, 2001, s.o. 2001, c. 25, as amended, allows that a “municipality may appoint Deputy Clerks who have all the powers and duties of the Clerk under this or any other Act”. Section 2 of By-Law No. 98-8, being “A By-Law to appoint Statutory Officials of The Corporation of the City of Kingston”, reads that “Kevin Arjoon is hereby appointed as Deputy City Clerk of The Corporation of the City of Kingston and Alternate Acting City Clerk when the City Clerk is absent or unable to carry on the duties of the Clerk through illness or otherwise and James C. Thompson, Catalina Blumenberg, and Heather Woodland are hereby appointed as “Alternate Acting Clerk” when both the City Clerk and the Deputy City Clerk are absent or unable to carry on the duties of the City Clerk and Deputy City Clerk through illness or otherwise.”

There are occasionally instances when the City Clerk or Deputy City Clerk are not available. On a daily basis, forms and documents come to the Office of the City Clerk requiring the signature of the City Clerk. As a result the departure of the Deputy City Clerk and leave of a Committee Clerk from the Office of the City Clerk, it is being recommended that a by-law amendment be presented to appoint Janet Jaynes, who has assumed the Deputy City Clerk position effective May 16, 2016, as Acting City Clerk and Derek Ochej, who has assumed the position of Committee Clerk effective May 9, 2016, as Alternate Acting Clerk to act in the capacity of Clerk when the need arises.

In addition, staff took the opportunity to review and update the appointments within the by-law through some general housekeeping. For clarity of purpose, the by-law amendments are outlined in the following table:

| Section to be changed | Reason for change | Change requested by |
|-----------------------|--|---|
| Section 2 | <ul style="list-style-type: none"> ▪ To delete Kevin Arjoon and appoint Janet Jaynes as Deputy City Clerk ▪ To add Derek Ochej as Alternate Acting City Clerk | John Bolognone, City Clerk |
| Section 5 | <ul style="list-style-type: none"> ▪ To delete Del Stowe as Chief Building Official | Paige Agnew, Director, Planning, Building, and Licensing Services |
| Section 6 | <ul style="list-style-type: none"> ▪ To update the list of Inspectors for the purposes of enforcement of the <u>Building Code Act</u>, as amended, in the City of Kingston” | Paige Agnew, Director, Planning, Building, and Licensing Department |

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| Section to be changed | Reason for change | Change requested by |
|-----------------------|--|---|
| Section 8 | <ul style="list-style-type: none"> ▪ To update the list of Inspectors for the purposes of enforcement of the <u>Building Code Act</u>, as amended, as it relates to fire safety in the City of Kingston | Shawn Armstrong, Fire Chief |
| Section 10 | <ul style="list-style-type: none"> ▪ To delete Grant Bain and insert Paige Agnew, Director of Planning, Building and Licensing Services as the Chief Planning Official. | Paige Agnew, Director, Planning, Building, and Licensing Department |

Existing Policy/By-Law:

By-Law 98-8, as amended, being “A By-law to Appoint Statutory Officials of The Corporation of the City of Kingston”.

Notice Provisions:

Not applicable.

Accessibility Considerations:

This report is AODA compliant and may be available in alternate formats upon request.

Financial Considerations:

Not applicable.

Contacts:

John Bolognone, City Clerk, 613-546-4291 extension 1247

Other City of Kingston Staff Consulted:

Paige Agnew, Director, Planning, Building and Licensing

Shawn Armstrong, Fire Chief

Exhibits Attached:

Exhibit A – Draft By-Law Number 2016-XX (A By-Law to amend By-Law No. 98-8, being a By-Law to appoint Statutory Officials of The Corporation of the City of Kingston, in order to appoint Janet Jaynes as Deputy City Clerk and Acting City Clerk, Derek Ochej as Alternate Acting City Clerk, and Housekeeping Amendments)

By-Law Number 2016-XX

A By-Law To Amend By-Law No. 98-8, “A By-Law To Appoint Statutory Officials Of The Corporation Of The City Of Kingston” (to appoint Janet Jaynes as Deputy City Clerk and Acting City Clerk, Derek Ochej as Alternate Acting City Clerk, and Housekeeping Amendments)

Passed: June 7, 2016

The Council of the Corporation of The City of Kingston hereby enacts as follows:

1. By-Law No. 98-8 of The Corporation of the City of Kingston entitled “A By-Law To Appoint Statutory Officials of The Corporation of the City of Kingston”, as amended, is hereby further amended as follows:
 - 1.1 Section 2 is hereby deleted in its entirety and the following inserted so that Section 2 shall read as follows:
 - “2. Janet Jaynes is hereby appointed Deputy City Clerk, of The Corporation of the City of Kingston, and Acting City Clerk when the City Clerk is absent or unable to carry on the duties of the Clerk through illness or otherwise; and James C. Thompson, Catalina Blumenberg, Heather Woodland, and Derek Ochej are hereby appointed as “Alternate Acting City Clerk” when both the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the City Clerk and Deputy City Clerk through illness or otherwise.”
 - 1.2 Section 5 which reads as follows below is hereby deleted in its entirety:
 - “5. Del Stowe is hereby appointed Chief Building Official for the purposes of the enforcement of the Building Code Act, as amended, in the City of Kingston.”
 - 1.3 Section 6 is hereby deleted in its entirety and the following so that Section 6 shall read as follows:
 - “6. Kelly Washer, Annette Lees, Mary Shultz, Melinda Stewart, Luis Talledo, Ryan Watt, Ryan Arcand, Lisa Capener-Hunt, Brett Moreland, Adam Clarke, Jeff Gurnsey, Ashley Osmar, Lisa Henderson, Dan Machado, Veronica Robertson, Terry Rowsome, Adam Sweet, Greg Whaley, and Darrell Searles are hereby appointed Inspectors for the purposes of the enforcement of the Building Code Act, as amended, in the City of Kingston.”
 - 1.4 Section 8 is hereby deleted in its entirety and the following so that Section 8 shall read as follows:
 - “8. Delbert Cameron Blakney, Donald Francis Corbett, Victoria Louise Veldman, Tracey Dawn LeBlanc, Chris Yamada, Leo Paul Patry, Neville Murphy, Ted Matthew Posadowski, Richard Scott Edworthy, and Clinton Michael Debroy are

hereby appointed as Inspectors for purposes of enforcement of the Building Code Act, as amended, as it relates to fire safety in the City of Kingston.”

1.5 Section 10 is hereby deleted in its entirety and the following so that Section 10 shall read as follows:

“10. Paige Agnew, Director of Planning, Building & Licensing Services, is hereby appointed as Chief Planning Official of the City of Kingston for the purposes of certifying conformity of all municipal by-laws, public works and undertakings required under Section 24 of the Planning Act, R.S.O. 1990, c.13.”

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

Given all Three Readings and Passed: June 7, 2016

John Bolognone
City Clerk

Bryan Paterson
Mayor