



**City of Kingston
Report to Council
Report Number 16-202**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Same
Date of Meeting: June 21, 2016
Subject: Kingston Algonquin Limestone Partnership Table – One Year Term and Next Steps

Executive Summary:

In May 2015, Council endorsed the Terms of Reference to establish a working group with both the Limestone District School Board (LDSB) and the Algonquin and Lakeshore Catholic District School Board (ALCDSB). The Kingston Algonquin Limestone Partnership Table (KALPT) held three (3) meetings in the last year as per the endorsed Terms of Reference. Information was shared between all three (3) organizations on a number of various initiatives and programs during those meetings.

At its last meeting in May 2016, the KALPT completed its mandate under the approved Terms of Reference. Members for all three (3) organizations agreed that the information sharing meetings have been valuable and have expressed a desire to continue with the work of the partnership table. The group recommended some minor changes to the Terms of Reference, attached as Exhibit A to Report Number 16-202.

These same Terms of Reference will be presented to each Board of Education for endorsement. Because the previous Council member appointment was for one year only, Council has to proceed with the appointment of three (3) members for the next year of operations.

Recommendation:

That Council endorse the revised Terms of Reference for the Kingston Algonquin Limestone Partnership Table, attached as Exhibit A to Report Number 16-202; and

That Councillor _____, Councillor _____ and Councillor _____ be appointed to participate in the Kingston Algonquin Limestone Partnership Table.

June 21, 2016

Page 2 of 4

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

June 21, 2016

Page 3 of 4

Options/Discussion:

In May 2015, Council endorsed the Terms of Reference for the Kingston Algonquin Limestone Partnership Table (KALPT) which was mandated to meet three (3) times over the period of one (1) year. The mandate and future of the KALPT was to be reviewed at the end of its mandate.

The KALPT met three (3) times over the past year. The first meeting was spent primarily on reviewing the Terms of Reference as well as to brainstorm on topics of discussion that members of the KALPT wanted to address during their term. During the following two (2) meetings, members shared information on the following topics:

- Refugee relocation cooperation
- School/City bus pass program
- Community hubs
- Surplus property & regulations

It is important to note that the KALPT does not have any authority to make decisions or to provide recommendations but it has been established to ensure sharing of information amongst members in order to support more coordination in strategic planning and projects.

At its last meeting in May 2016, KAPLT members reviewed its mandate and all agreed that there is value in continuing the information sharing and discussions amongst the three (3) organizations. It was agreed that meetings should be reduced from three (3) per year to two (2) per year and as required at the call of the co-chairs. It was also noted that the meeting should be strategically scheduled to ensure that the KALPT can best coordinate its discussions and efforts.

The amended Terms of Reference (Exhibit A) will be submitted to each Board of Education for approval. Most of the Terms of Reference, except for frequency of meetings and some administrative changes, remain the same as approved in 2015. Each organization agrees to continue to evaluate the function and value of the KALPT at the end of each year.

Existing Policy/By-Law:

Not applicable

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

June 21, 2016

Page 4 of 4

Contacts:

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

Other City of Kingston Staff Consulted:

Luke Follwell, Director, Recreation & Leisure Services

Others Consulted:

Jody DiRocco, Director of Education, Algonquin and Lakeshore Catholic District School Board

Debra Rants, Director of Education, Limestone District School Board

Exhibits Attached:

Exhibit A Kingston Algonquin Limestone Partnership Table Terms of Reference

Kingston Algonquin Limestone Partnership Table

Terms of Reference

Mandate:

- The mandate of the Kingston Algonquin Limestone Partnership Table (KALPT) is to facilitate the sharing and discussion of information, ideas and practices of mutual interest and benefit to the member organizations.
- The KALPT is advisory in nature only, and subject to the policies, practices and legislative requirements of each organization.

Membership:

- The KALPT is comprised of three representatives from each of the City of Kingston, the Algonquin and Lakeshore Catholic District School Board (ALCDSB) and the Limestone District School Board (LDSB), herein after referred to as the “organizations”.
- The members of the KALPT will be determined annually in accordance with the practice and policy of each organization.
- The KALPT will be led by three co-chairs, one from each organization.
- The City of Kingston’s Commissioner of Community Services and the School Boards’ Directors of Education or designates shall serve as resource staff to the KALPT, with other staff participating as required.

Operations:

- The KALPT will meet, at a minimum, twice annually, hosted in rotation, by the three organizations and an ad hoc meeting may be scheduled at the call of the co-chairs in consultation with senior staff. Such timing of meetings should be strategically planned.
- The co-chair from the hosting organization will chair/conduct that meeting on a site selected by the hosting Chair.
- The agenda will be developed and approved jointly by the co-chairs, based on submissions to the host organization from KALPT members or their resource staff.
- The host organization is responsible for meeting expenses, as well as the creation and distribution of agendas and minutes.
- Robert’s Rules of Order will be utilized to govern process and conduct at meetings.
- The KALPT is governed by the legislative and policy requirements of each organization. Notwithstanding the above, where there is a conflicting requirement among organizations, the most restrictive policy or legislation shall prevail.
- A participating organization may decide to take a recommendation related to matters discussed by the KALPT to their own organization, through their approved process.
- The KALPT will review their structure, processes and operations following each year of operations, and present any resulting recommendations to each organization for approval.
- Each member organization will review the function and value of the KALPT following each year of operations.