



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

Report No.: 12-091

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**TO:** Mayor and Members of Council  
**FROM:** Desiree Kennedy, City Treasurer  
**RESOURCE STAFF:** Patricia Burns, Director, Human Resources and Organization Development  
**DATE OF MEETING:** February 21, 2012  
**SUBJECT:** Authorized Requester Agreement with Ministry of Transportation for Human Resources

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**EXECUTIVE SUMMARY:**

Through an Authorized Requester Agreement, the City of Kingston accesses driver information from the Ontario Ministry of Transportation. The Ministry has revised clauses in the agreement to further ensure the protection of personal information that is accessed and utilized. As a result, a revised agreement must be signed. This information can only be obtained from the Ministry of Transportation and is required to ensure all employees who are required to operate vehicles and equipment owned, leased, or rented by the City hold a valid and appropriate class of driver's license, prior to operating municipal vehicles and equipment either as a regular or occasional part of their job. Council approval is required to enter into this agreement.

**RECOMMENDATION:**

**THAT** Council authorizes the Mayor and Clerk to sign the Authorized Requester Agreement with the Ministry of Transportation, in a form satisfactory to the Director of Legal Services, to enable the City to obtain driver information from the Ontario Ministry of Transportation to ensure employees of the City of Kingston who are required to operate vehicles and equipment owned, leased, or rented by the City hold a valid and appropriate class of driver's license.

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**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES Desiree Kennedy, City Treasurer
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ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer
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**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	√

**(N/R indicates consultation not required)**

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**OPTIONS/DISCUSSION:**

All employees who are required to operate vehicles and equipment owned, leased, or rented by the City must hold a valid and appropriate class of driver's license, prior to operating municipal vehicles and equipment either as a regular or occasional part of their job.

The Province of Ontario, under the authority of the Highway Traffic Act, requires each person to have a valid driver's license to operate a vehicle. The Province of Ontario can suspend a driver's license for various reasons. The City of Kingston as a responsible corporation using both private and corporately owned equipment requires staff to provide verification of a proper license. In addition, the City of Kingston's auto insurance policy requires the City to agree *"to not allow anyone to drive or operate the automobile when not authorized by law."*

Therefore, all employees who drive City of Kingston vehicles (whether owned, rented or leased, or, employees who are required to use their personal vehicle for City of Kingston purposes), shall at all times be in possession of a valid driver's license with the appropriate class and such driver's license shall be registered with the Employer.

The Ontario Ministry of Transportation (MTO) maintains computer databases containing information pertaining to driver, vehicle, and commercial motor carrier records. The City of Kingston requires access to driver information to ensure employees, who are required to operate vehicles and equipment, are properly licensed.

This information can only be obtained from the Ministry of Transportation. The City has an existing agreement that needs to be renewed as the MTO has revised clauses in the document pertaining to disclosure, retention and authorized use of personal information. Council approval is required to enter into this agreement.

This report is time-sensitive as the Ministry requires copies of the signed agreement to be returned no later than March 2, 2012. The Ministry has advised that failure to meet this deadline will result in termination of our current agreement and access to the necessary information will be denied.

**EXISTING POLICY/BY LAW:**

HR Policy B-7 Drivers' License Policy; Corporate Vehicle Operating Policy

**NOTICE PROVISIONS:**

N/A

**ACCESSIBILITY CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

There are no costs associated with accessing this service.

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**CONTACTS:**

Patricia Burns, Director, Human Resources and Organization Development      Ext. 1280

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Damon Wells, Director, Public Works  
Mark McLaughlin, Senior Legal Council  
Judy Brick, Manager, Program Development  
Sherry Cruise, Senior HR Advisor

**EXHIBITS ATTACHED:**

N/A