



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 12-052

TO: Mayor and Members of Council

FROM: Cynthia Beach
Commissioner, Sustainability and Growth

RESOURCE STAFF: Grant C. Bain
Director, Planning and Development Department

DATE OF MEETING: January 10, 2012

SUBJECT: Execution of an Agreement with Queen's University and the Ontario Human Rights Commission (OHRC) to Host a Municipal Event to Launch the OHRC's Zoning By-Law Handbook

EXECUTIVE SUMMARY:

The City of Kingston has been approached by the Ontario Human Rights Commission (OHRC) to co-host an event with them and the Queen's University School of Urban and Regional Planning (SURP) to launch the OHRC's Zoning By-Law Handbook. This event would coordinate well with the City's Comprehensive Zoning By-Law Review.

The launch of the OHRC's Zoning By-Law Handbook would be a full day, invitation-only event that would be held in Kingston on Friday, February 17, 2012 at Queen's University. The City, Queen's University and the OHRC would share the responsibilities of coordinating the event. The OHRC has committed \$2,000 to cover expenses related to catering, while Queen's University is providing the venue. The City would provide in-kind services, such as photocopying and producing registration material and event packages, as well as funds to cover the remainder of the costs associated with the catering, to an upset limit of \$1,000.

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to enter into an agreement with the Ontario Human Rights Commission (OHRC) and Queen's University, to the satisfaction of the Director of Legal Services, to co-host the launch of the OHRC's Zoning By-Law Handbook; and,

THAT staff be directed to assist the OHRC and Queen's University in coordinating the event, including registration and all other related matters.

January 10, 2012

- Page 2 -

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER _____ Cynthia Beach, P.Eng., MCIP, RPP, Commissioner, Sustainability and Growth
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER _____ Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

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January 10, 2012

- Page 3 -

OPTIONS/DISCUSSION:

The City of Kingston has been approached by the Ontario Human Rights Commission (OHRC) to co-host an event with them and the Queen's University School of Urban and Regional Planning (SURP) to launch the OHRC's Zoning By-Law Handbook. The purpose of this report is to provide information about the event, and to request authorization to execute the agreement between the City, Queen's University SURP and the OHRC that is necessary to host the event.

The launch of the OHRC's Zoning By-Law Handbook would be a full day, invitation-only event that would be held in Kingston on Friday, February 17, 2012 at Queen's University. It is an OHRC municipality event in support of the Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD), of which the City is a member. It is anticipated that councillors and some senior staff from municipalities across Ontario would be invited to the event. The OHRC had heard that the City of Kingston is undertaking a Comprehensive Zoning By-Law Review, and thought that it would be a timely and appropriate location to launch the new handbook.

The deliverables from the event include two plenary sessions on the Zoning By-Law Handbook and four break-out sessions on "Municipalities and the Commitment to Anti-Racism and Anti-Discrimination". Break-out session topics may include, for example, the CCMARD toolkit, organizational change and housing.

In terms of logistics and support, the OHRC will provide the following:

- Coordination and costs of the invitation process, including the coordination of faxing or mailing of invitations to its distribution list;
- Development and management of the RSVP process, including the coordination of any accommodation requests or special needs identified by the participants; and,
- \$2,000 towards the cost of catering for the event.

Queen's University SURP would be responsible for providing the following:

- An accessible venue for the occasion and all equipment needed for the event, including audio-visual equipment, tables and chairs;
- Onsite management and support for the day of the event, in co-operation with the City; and,
- Cooperation with venue staff to ensure all accommodation and accessibility requirements are met.

The City would be responsible for providing the following:

- On-site management and support for the day of the event, in co-operation with Queen's University SURP;
- Cooperation with venue staff to ensure all accommodation and accessibility requirements are met;

January 10, 2012

- Page 4 -

- Coordination and costs of the invitation process, including the coordination of faxing or mailing of invitations to its distribution list;
- Assisting the OHRC in developing a list of presenters;
- Ensuring that invitations are sent to the Mayor and Council, and informing the OHRC of who will be attending the event from City Council;
- Development and distribution of any printed materials to be handed out at the event; and,
- Covering all other costs associated with the event, excluding those set out above.

The event will be held at Queen’s University, which will provide space for the plenary and break-out sessions, as well as the lunch and refreshments. All costs associated with the venue will be covered by Queen’s University. The other major cost will be catering. The OHRC has committed \$2,000 towards the catering for the day. Due to the fact that the OHRC does not charge a registration fee for any of their events, the cost of the venue, printed materials and the remainder of the cost of catering will be covered by the City and Queen’s University.

The OHRC’s Zoning By-Law Handbook will be an important resource for municipalities, and hosting the launch of the handbook is very timely for the City, as it coincides with the Comprehensive Zoning By-Law Review that is being undertaken. The majority of the costs associated with co-hosting the event will involve staff time and producing the registration material and event packages. There may also be the need to cover a portion of the catering costs to a City upset limit of \$1,000. Staff are requesting that Council authorize the Mayor and Clerk to enter into an agreement with the ORHC to co-host the launch of the ORHC’s Zoning By-Law Handbook.

EXISTING POLICY/BY-LAW:

N/A

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

This report is available in alternate formats upon request.

FINANCIAL CONSIDERATIONS:

Financial information was included in the body of the report, and a maximum of \$1,000 from the Planning and Development Department budget would be used towards the event.

January 10, 2012

- Page 5 -

CONTACTS:

- Grant C. Bain – Director, Planning and Development Dept. (613-546-4291, ext. 3252);
- Cherie Mills – Manager, Policy Planning, Planning and Development Dept. (613-546-4291, ext. 3289); and,
- Sonya Bolton – Senior Policy Planner, Planning and Development Dept. (613-546-4291, ext. 3237).

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Counsel, Legal Services
Judy Reichstein, Research and Policy Analyst, CAO's Office

EXHIBITS ATTACHED:

N/A