



**City of Kingston  
Report to Council  
Information Report Number 15-159**

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**To:** Mayor and Council  
**From:** Gerard Hunt, Chief Administrative Officer  
**Resource Staff:** Melanie Ryttersgaard, Executive Assistant to the CAO  
**Date of Meeting:** January 27, 2015  
**Subject:** 2014 Priority Status Matrix – Q4 Update

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**Executive Summary:**

The purpose of the priority status matrix is to enable a tracking mechanism for work endorsed and assigned by Council.

The 2014 Priority Status Matrix reflects the work plan initiatives that were assigned in Kingston's Strategic Plan 2011-2014 and other initiatives assigned by Council. Each year, completed initiatives are removed from the matrix, keeping it as up-to-date as possible.

The 2014 Priority Status Matrix is divided into two schedules, as follows:

**Schedule A** includes initiatives from Kingston's Strategic Plan 2011-2014 scheduled for completion in 2014 and 2015.

**Schedule B** includes initiatives assigned by Council in 2014 and includes initiatives that carry over from the 2013 year end matrix report.

This report provides a summary of the status of the priority matrix as of December 31, 2014. We will continue to use this tracking mechanism as we work in 2015. Initiatives will be added as an outcome of Council's Strategic Planning sessions to be held at the end of March 2015.

**Recommendation:**

This report is provided for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Cynthia Beach, Corporate & Strategic Initiatives

Lanie Hurdle, Community Services

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

Desiree Kennedy, Chief Financial Officer & City Treasurer

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**Options/Discussion:**

The priority status matrix is an accountability framework for staff to report on Council direction. The current matrix reports on initiatives in Kingston's Strategic Plan 2011-2014 and other Council direction. Throughout 2014, some of the completion dates were deferred to recognize workload and capacity issues, and this is noted in the "Comments" column. Members of the Corporate Management Team regularly review the document in light of workload and capacity concerns and make adjustments as required. Changes will be noted in the "Comments" column.

Regular reporting to Council on the matrix has occurred through 2014 in the following reports to Council:

[14-070](#) dated March 18, 2014 (base matrix)

[14-195](#) dated May 20, 2014 (Q1 update)

[14-239](#) dated July 15, 2014 (Q2 update)

[14-342](#) dated November 18, 2014 (Q3 update)

Staff continue to pursue completion of all initiatives as expeditiously as possible. Initiatives that remain incomplete at the end of 2014 will be included on the 2015 Priority Matrix document, along with the initiatives due for completion in 2015 and succeeding years. Descriptions of initiatives will be reviewed to ensure that they are clear and correctly reflect the direction of Council.

This regular reporting provides Council with a snapshot of the number of initiatives that staff have been directed to complete within the current and subsequent years. It summarizes initiatives from Kingston's Strategic Plan 2011-2014, along with initiatives added by Council during the current term. The value of the priority matrix is two-fold:

1. to provide Council with an overarching accountability framework of work assigned to staff throughout their term, and
2. to assist leadership in assessing workload and capacity issues, and make changes where required. As noted above, in previous update reports, staff identified several initiatives which were being deferred to later in 2014 or to later years.

Initiatives outstanding at the end of 2014 and assigned for 2015 will be included on the 2015 Priority Matrix to be presented to Council in coming months. Regular reporting will continue.

**Existing Policy/By Law:**

Kingston's Strategic Plan 2011-2014

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**Notice Provisions:**

There are no notice provisions with this report.

**Accessibility Considerations:**

There are no accessibility considerations with this report.

**Financial Considerations:**

There are no financial considerations with this report.

**Contacts:**

Gerard Hunt, Chief Administrative Officer 613-546-4291, ext. 2205

**Other City of Kingston Staff Consulted:**

Cynthia Beach, Commissioner, Corporate & Strategic Initiatives

Lanie Hurdle, Commissioner, Community Services

Jim Keech, President & CEO, Utilities Kingston

Desiree Kennedy, Chief Financial Officer and City Treasurer

Denis Leger, Commissioner, Transportation, Facilities & Emergency Services

**Exhibits Attached:**

Exhibit A – Priority Status Matrix updated as of December 31, 2014

No.	Description of Initiative These initiatives are derived directly from Kingston's Strategic Plan 2011-2014; where necessary, description of the initiative has been updated to clarify direction. Some completion dates have been revised to reflect workload and capacity issues.	Strategic Plan Section	Group/ Dept Lead	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015	2016	Ongoing	Date direction rec'd from Council (m/d/y) (links included where available)	Report (if required) will be provided to:	Staff Comments (Complete items will be so marked and the entire line highlighted in blue)
1	Finalize acquisition of land for John Counter Blvd road widening to 4 lanes	1.1	C&SI (RE&LD)				X				1/10/06		Date changed to Q4 2014 (per CMT 08-21-14)
2	Introduce operational efficiency and effectiveness enhancements for sidewalk plowing, grass cutting, trip hazards and pot hole patching	1.1	PWS (PW)				X						Some specific initiatives completed in 2014
3	Complete construction of fire training tower with exterior training stations and equipment. <i>(Completion of Phase 2 of fire training centre project)</i>	1.1	TFES (KFR)				X				3/25/10		COMPLETE
4	Develop a four-year detailed infrastructure renewal plan with budget for road and utility related assets	1.1	UK/PWS				X				1/24/11		COMPLETE
5	Develop a business case for Kingston Fire & Rescue training and education centre. <i>(Development of business case for future phases of learning centre)</i>	1.3	TFES (KFR)					X					Subsequent business plan development subject to findings of business case.
6	Develop a plan and timeline to transition emergency management program to IMS model	1.3	TFES (KFR)					X					
7	Construct skate park at Shannon Park	1.5	CS (R&L)					X			2/16/2010		
8	Renovate and upgrade Artillery Park pool complex	1.5	CS (R&L)		X						1/22/13	Council	COMPLETE Official opening on May 1, 2014
9	Complete the design of the Wally Elmer Community Centre and Park (Develop partnership with Limestone District School Board and Library Board, design and construct community centre and park)	1.5	CS (R&L)						X		3/1/11		Includes design and construction
10	Continuation of Downtown Action Plan: Reconstruction of downtown infrastructure: Bagot Street to Barrie Street	1.5	PWS						X				2016-2017
11	Rehabilitation of J.K. Tett building in conjunction with the construction of the Queen's Centre for the Performing Arts.	1.5	TFES (FM&CS)				X						COMPLETE -Anticipate Occupancy Permit December 15, 2014
12	Construction of Utilities Kingston offices - 85 Lappan's Lane	1.5	UK					X					
13	Reconfigure 1211 John Counter Blvd Development Centre	1.5	TFES					X					Planning, design and commencement of construction in 2014 and completion in 2015
14	Construction: Phase 2 701 Division Street (maintenance and storage) <i>and site preparation in 2015; maintenance facility in 2015-2016; storage later)</i> <i>(design)</i>	1.7	TFES					X	X				Deferred to 2015. Staff are working with consultant; design and site preparation to be completed in 2015 with construction of maintenance facility in 2015-16, budget pending; storage in later phases.

No.	Description of Initiative <small>These initiatives are derived directly from Kingston's Strategic Plan 2011-2014; where necessary, description of the initiative has been updated to clarify direction. Some completion dates have been revised to reflect workload and capacity issues.</small>	Strategic Plan Section	Group/ Dept Lead	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015	2016	Ongoing	Date direction rec'd from Council (m/d/y) (links included where available)	Report (if required) will be provided to:	Staff Comments  (Complete items will be so marked and the entire line highlighted in blue)
15	Undertake transit capital investments/Implementation of Transit Redesign - Phase 2	1.7/ 6.5	TFES (T)					X			5/31/2011		
16	Increase public relations, marketing and promotion of City services, facilities, events and programs	2.1	CAO (Strategic Comms)					X			<a href="#">2/7/12</a>		Communications Master Plan implementation underway
17	Develop customer satisfaction survey methodology and performance measurement framework for program assessment	2.1	CAO (Strategic Comms)					X					Program will begin with Rideaucrest, Recreation and Mayor's Task Force initiatives
18	Update development charges and impost fee background study and bylaws	2.2	FS			X							COMPLETE Report to Council 14-258
19	Update and harmonize parking bylaws (parking ratios and standards) as part of Zoning By-law review process	2.2	CS (P&D)					X					Part of Zoning By-law Review process - to be scoped
20	Year Two of three year plan to streamline development review process and introduce changes in customer service standards, service delivery and web/application tools	2.4/ 2.13	CS (P&D)(w/IS&T)				X				12/11/11		Three year plan, linked to Task Force recommendations implementation. Not all items will be completed by year end.
21	Consider institutional expansion with urban intensification and planning	2.4	CS (P&D)				X						COMPLETE
22	Prepare plan of subdivision for Cataraqui Industrial Estates phase 3	2.5	C&SI (RE&LD)					X					
23	Develop employment land sales support, land acquisition and servicing strategies	2.5	C&SI (RE&LD)					X					Deferred to 2015
24	Secure resource assistance and complete an immigration plan	2.10	CAO					X			<a href="#">6/21/11</a>	Council	Population, Housing & Employment Study completed in 2013 as a foundation
25	Investigate and develop an action plan to support securing a high speed rail stop in Kingston	2.11	Mayor's office										Not being pursued at this time
26	Determine feasibility of acquiring or partnering on clean up of certain contaminated properties and develop a list for Council's consideration	3.3	C&SI (ESI)				X						COMPLETE Report No. 15-015 Dec 16/14
27	Investigate opportunities for funding and partnerships for the cleanup of inner harbour properties	3.4	C&SI (ESI)							X			Waiting for decision to be made by Parks Canada and Transport Canada on the use of FCSAP fund for sediment remediation project
28	Complete pilot project to assess the feasibility of establishing soil cleaning as part of rehabilitation options	3.4	C&SI (ESI)				X					EITP	COMPLETE Comment to be updated by C&SI (per CMT 08-21-14)

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29	Develop a stepdown funding plan for social housing to address federal funding reductions	4.1	CS (Housing)					X			<a href="#">12/4/12</a>		
30	Comprehensive Zoning By-law Review/Update	5.1	CS (P&D)						X				Council approved 4 year plan for this project - Completion in 2016 Phase 1 complete - Zoning By-law Strategy Report (Feb 5/13)
31	Implementation of parkland harmonization by-law developed in 2013 [Update (implement) strategies and policies for natural land (incl. parkland) acquisition]	5.2	CS (R&L)					X					Parkland Harmonization By-Law was completed in 2013.
32	Enhance Ontario Works and employment supports program to integrate with job creation opportunities	6.2	CS (CFS)					X					Postponed to 2015 due to provincial integration of employment services
33	Develop a community renewal plan for Rideau Heights	6.2	CS (Housing)					X					Plan completion is deferred to 2015 (from Q4 2014)
34	Investigate new civic exhibition space for visual arts in the downtown for consideration	6.4	C&SI (CS)					X			<a href="#">6/19/12</a>		Deferred to 2015
35	Prepare a public art policy and program for the City of Kingston	6.4	C&SI (CS)		X								COMPLETE Arts Advisory Committee 06-19-14. Council approval 07-15-2014.
36	Enhance Kingston City Hall National Historic Site and provide venues to showcase artworks, artifacts and stories 2014: Develop CH interpretive plan and 4-year work plan; complete first interpretive project (City Hall Chronicles); 2015: Develop and complete temporary exhibition to honour Sir John A Macdonald bicentennial and public programming; 2016: Develop temporary exhibition using new exhibit showcases	6.4	C&SI (CS)				X	X	X				2014: Phase 1 is complete; 2015: Phase 2 Sir John A Bicentennial and planning for Beyond Classrooms
37	Develop expanded program, education and exhibits for the Pump House Steam Museum 2014: Develop and pilot new education programs (Grades JK-6), 3 new temporary exhibitions, open redeveloped Gordon C Leitch Discovery Centre; 2015: Review and enhance existing education programs, new temporary exhibition (Gift of the Nile), related programming; 2016: Review and enhance existing education programs, new temporary exhibition, related programming	6.4	C&SI (CS)				X	X	X				2014: COMPLETE (Report to Council 12-16-14) 2015 and 2016 will be added to 2015 priority matrix

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38	Develop expanded programming education and exhibits for the MacLachan Woodworking Museum and surrounding Grass Creek Park <i>2014: Develop and pilot new education programs (Grades JK-6), enhance existing temporary exhibitions, open new Children's Space;</i> <i>2015: Review and enhance existing education programs, new temporary exhibition (Hands on Nature), related programming;</i> <i>2016: Review and enhance existing education programs, new temporary exhibition, related programming</i>	6.4	C&SI (CS)/CS (R&L)				X	X	X				2015 and 2016 will be added to 2015 priority matrix
39	Review and update Heritage Conservation District Plans; Sydenham District	6.4	CS (P&D)				X						Draft presented to Heritage Committee
40	Review and update Heritage Conservation District Plans; Barriefield Village District	6.4	CS (P&D)					X					
41	Convene a public sector knowledge sharing forum for collaborative opportunities	6.4	C&SI (CS)					X					Deferred to Q1 2015



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1	Placement of Plaque at Bert Meunier Common	CS (R&L)			X					<a href="#">5/15/12</a>	n/a	COMPLETE
2	Visioning for Douglas R. Fluhrer Park - progress report	CS (R&L)	X							<a href="#">2/7/12</a>	ARCP	COMPLETE ARCP-14-006
3	K&P Trail: negotiations, grooming plan, exploration of options and report to EITP	CS (R&L)				X				<a href="#">6/19/12</a>	EITP	COMPLETE EITP-14-010 May 13, 2014
4	Update capital financial plans for asset management integration	Financial Services				X						COMPLETE
5	Report: Interim evaluation of secondary suite implementation - pilot project	CS (Housing)		X						<a href="#">5/15/12</a>	Council	COMPLETE (report 14-339 November 18th)
6	Ongoing monitoring of pilot project implementing secondary suites - five years	CS (Housing)							X	<a href="#">5/15/12</a>	Council	
7	Study: Lakefront/waterfront plan	CS (R&L)					X			<a href="#">12/15/09</a>		
8	Report: Mandatory backflow prevention devices in all new homes (Flooding Private Side Extraneous Flow Reduction Program)	CS (B&L)/ Legal					X			<a href="#">1/10/12</a>	Council	Deferred to 2015 (as per CMT 08-21-14)
9	Policy Review: Train Whistling Ban	PWS (Eng)				X				<a href="#">7/19/11</a>		COMPLETE (report to EITP September 2014 - EITP 14-013)
10	Feasibility study: Plan, develop, build a trail system east to west along the west branch of the Little Catarauqui Creek from Days Rd to Vista and possibly Bath Rd, with funding identified for the study by 2013 budget discussions	CS (R&L)					X			<a href="#">6/19/12</a>		A public meeting was held in Q4, 2014; with the final report in Q1 2015 (deferred from Q4 2014)
11	Research and development of mobile vendor policy	CS (R&L)				X						COMPLETE (report AP-15-002)
12	Report with recommendations on options with regard to street food vendor licensing, and locations with a view to ensure a wider food choice, variety of street vendors, and distribution within the city and the community, explore options regarding concessions for vendors in parks and recreational areas including trails and municipal properties	CS (FM&CS)					X			<a href="#">7/16/2013</a>	AP	Deferred to 2015
13	Plan of Action: Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD)	C&SI (HR)/Legal					X			<a href="#">12/1/09</a>	Council	Review scope in 2015
14	Walk of Fame: Detailed concept plan with recommendations	C&SI (CS)					X			<a href="#">12/18/12</a>	Council	Deferred to 2015

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15	Policy: Cash-in-lieu of parking <i>(complete cash-in-lieu of parking/parking policy review integrated with work being completed on Parking Ratios in downtown harbour and Williamsville)</i>	TFES (TS)/CS (Planning)					X			<a href="#">2/5/13</a>	Council	Deferred from Q3 2014 to 2015 Reviews are underway.
16	Off-Leash Dog Parks: Determine project scope and budget for specific improvements to off-leash dog parks	CS (R&L)					X			<a href="#">4/3/12</a>		
17	Policy: Film	CA (Comms)	X							<a href="#">3/6/12</a>	AP	COMPLETE AP - March 2014/Council - Apr 1/14
18	Accessibility: Innovation of Design of Public Spaces Standards	All groups						X				Compliance required by Jan 1, 2016
19	Renaming of Streets: Highway 2 East of Cataraqi River, Highway 15 North of Highway 2 and South of Highway 401 and Highway 38 North of Highway 401	CS (P&D)				X				<a href="#">1/22/2013</a>		COMPLETE
20	New Childcare Guidelines and Reduction in Funding Allocations	CS (CFS)			X					<a href="#">12/6/11</a>		COMPLETE
21	Mayor's Task Force on Development Recommendations: Implementation - Year 3	CS					X			<a href="#">1/22/13</a>		
22	Parking Work Plan - Year 2 <i>(refine workplan and implement elements in 2014)</i>	TFES (T)				X				<a href="#">2/5/13</a>	EITP	Dec EITP 2015-002 - COMPLETE
23	Parking Work Plan - Year 3 <i>(refine workplan and implement elements in 2015)</i>	TFES (T)					X			<a href="#">2/5/13</a>	EITP	
24	Report: Status report on the Responsible Pet Ownership Program	CS (B&L)					X			<a href="#">2/5/13</a>	ARCP	Reporting due in Q2 2015
25	Report: KEAF to investigate causes and dangers of blue-green algae and make recommendations to Council	C&SI (ESI)					X			<a href="#">2/19/13</a>	Council	Deferred to 2015
26	Official Plan Amendments: Gaming Facility Policy and Regulation Study (January 17, 2013)	CS (P&D)		X						<a href="#">2/5/13</a>	Planning	COMPLETE
27	Report: Hamlet Signage in Rural Communities a) further delineation and information regarding Sunnyside, Glenburnie, Westbrook, Kingston Mills, Sharpton, Glenvale and Brewer's Mills b) staff consideration to recognizing additional historical place names with signage	C&SI				X				<a href="#">2/19/13</a>	RAC	COMPLETE RAC-13-001, RAC-13-003, RAC-14-004

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28	Planning & Development Department Work Plan - Year 2, includes year 2 implementation of Mayor's Task Force on Development recommendations formerly included as #21 on Priority Matrix (completion of deferred items from year 1 and completion of year 2) <b>NOT COMPLETE BY YEAR END 2014</b>	CS (P&D)				X				<a href="#">3/5/2013</a>		
29	Planning & Development Department Work Plan - Year 3	CS (P&D)					X			<a href="#">3/5/2013</a>		
30	Business Case: Feasibility of implementing and operating a red light camera program	PWS (Eng)	X							<a href="#">3/19/2013</a>	Council	COMPLETE
31	Portsmouth Olympic Harbour: Visioning Exercise	CS (R&L)					X			<a href="#">3/19/2013</a>	Council	
32	Relocation of the head of the Rideau Trail to Confederation Park	CS (R&L)		X						<a href="#">3/19/2013</a>		COMPLETE Official opening June 8, 2014
33	Report regarding the use of tanning facilities by youth under 19 years of age	CS (Licensing)								<a href="#">11/6/12</a>	AP	COMPLETE
34	Report: Wildlife Road Mortality mitigation measures (includes consultation with CRCA and Society for Conservation Biology)	PWS (Eng)				X				<a href="#">12/17/13</a>	EITP	COMPLETE Refer to Item 74 & 75
35	Development of a Kingston Climate Action Plan (community ghg emissions reduction) including a sustainable vision, sustainability goals, specific targets, actions, and an implementation and monitoring strategy; including applications for funding from the Green Municipal Fund and matching funding from the FCM Green Municipal Fund program	C&SI (ESI)			X					<a href="#">6/4/2013</a>		COMPLETE EITP May 13, 2014 Funding from FCM has been confirmed.
36	Improvements to Fairway Hills Park (funds to be established in multi-year capital plans)	CS (R&L)				X				<a href="#">6/4/2013</a>		COMPLETE Funds have been allocated in the 2015 budget for this work
37	Report: Develop a plan and budget for co-creation with the Alderville First Nation of a commemorative project	C&SI (CS)				X				<a href="#">7/16/2013</a>	Council	COMPLETE Report scheduled for December 16 Council meeting
38	Report: Recommendations for redevelopment of 9 North Street based upon evaluation of the proposal received from ABNA Investments.	C&SI (RE&LD)			X					<a href="#">2/4/2014</a>	Council	COMPLETE
39	Policy: To guide the administration of plaques and monuments in City parks and public spaces by Q1 2015.	CS (R&L)					X			<a href="#">9/10/2013</a>	AP	

No.	Description of Initiative	Group/ Dept Lead	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015	2016	Ongoing	Date direction rec'd from Council (m/d/y) (links included where available)	Report (if required) will be provided to:	Staff Comments  (Complete items will be so marked and the entire line highlighted in blue)
40	Report: Y2K Kingston Youth Strategy and Community Action Plan; staff to report back to Council on Community Action Plan, including financial implications	CS /C&SI (Cultural Services)								<a href="#">9/10/2013</a>	Council	
41	Report: "edible forest" policies from other municipalities and report back to the Arts, Recreation and Community Policies Committee in the fourth quarter of 2014 with a report including recommendations.	CS					X			<a href="#">9/10/2013</a>	ARCP	Date changed to 2015 (per CMT 08-21-14)
42	City of Kingston Arts Fund: Recommendation on the desirability of including funding for artists who are deaf or disabled within the City of Kingston Arts Fund for consideration by Council prior to the adoption of the CKAF guidelines in the 2015 grant year.	C&SI (CS)/ Accessibility				X				<a href="#">9/10/2013</a>	Council	
43	Annual reporting to ARCP providing recommendations and updates to the City's Arts Fund	C&SI (CS)				X				<a href="#">11/5/2013</a>	ARCP	
44	Feasibility of a pilot project with Kingston Dental Coalition	CS (CFS)	X							<a href="#">11/5/2013</a>	ARCP	COMPLETE ARCP-14-004 Mar. 27/2014
45	Update the existing Landscaping and Site Design Guidelines for Large-Scale, Ground-Oriented Solar Energy Facilities to include site criteria for solar projects, no later than February 2014	CS (P&D)	X							<a href="#">11/5/2013</a>	RAC/ Council	COMPLETE RAC 14-001 February 12, 2014
46	Review of City of Kingston By-law No. 2004-190 - Community Postering Policy	UK (CEO)/ CS (B&L)					X			<a href="#">10/1/2013</a>	AP	Deferred to 2015
47	Council Procedural By-law Amendments: conference attendance, board and committee meeting reporting	Legal Services/ Clerk's		X						<a href="#">9/24/2013</a>	AP	COMPLETE
48	Sir John A Macdonald Bicentennial in 2015 - program funding: 1. funding from Working Fund Reserve 2. reducing Working Fund Reserve funding through partnerships and funding opportunities 3 and 4 - deferred (see comments section) 5. agreement executed with SALON Theatre Productions	C&SI (CS)					X			<a href="#">11/19/2013</a>		Project description and budget information required in order to comply with deferred recommendations 3 and 4. See 14-166 August 12, 2014
49	Report to Rural Advisory Committee regarding pipelines that cross the city of Kingston: location of pipelines, current regulatory information, integrity testing, disaster preparedness plans, monitoring/surveillance practices, types of materials being transported through the pipelines May 6, 2014 - includes execution of survey acknowledgement forms for City-owned property	C&SI (ESI)		X						<a href="#">11/19/2013</a>	RAC	COMPLETE RAC-14-006 June 4, 2014
50	Hamlet Signage Rural Areas Delineation Report - installation of signs and recommendations for historical signs	C&SI (ESI)		X							RAC/ Council	COMPLETE
51	Unity Road Rate Payers Association - staff report to Rural Advisory Committee regarding feasibility of implementing the suggestions regarding the Community Vibrancy Fund and Tree Compensation outlined in Communication 18-330.	CS (P&D)	X							<a href="#">8/13/2013</a>		COMPLETE
52	Report to Memorial Centre Advisory Committee re: Future options for Memorial Centre barns	CS (R&L)					X			<a href="#">12/17/13</a>	M-Centre	Deferred to 2015
53	Benchmark information report for future progress and actions to remove barriers preventing citizens from participating in the municipally sponsored or support arts and culture life of Kingston	C&SI (CS)/ Accessibility	X							<a href="#">12/17/13</a>	ARCP	COMPLETE Update report provided in March 2014. See #82 below.

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54	Facilitated planning session with KEAF to set direction for KEAF's activities in 2014 and 2015; conduct a survey of opinions on the relative importance of specific local and global environmental issues and report back to KEAF to aid in their work planning session	C&SI (ESI)				X				<a href="#">12/3/2013</a>	KEAF	COMPLETE
55	Update report on the implementation and ongoing use of Kingston Transit express routes	TFES (TS)	X							<a href="#">12/3/2013</a>	Council	COMPLETE
56	Review of the commercial structure and policies within the Rideau Community Secondary Plan	CS (P&D)			X					<a href="#">12/3/2013</a>	Council	COMPLETE
57	Report: Review and rationalization of parks located in the rural area including type of parks, amenities and recommended location and options to improve strategic parks in the rural area	CS (R&L)			X					<a href="#">12/17/13</a>	ARCP	COMPLETE Public meetings held in June and July 2014; Report to ARCP September 25, 2014 ARCP-14-012
58	Appointment of City of Kingston Integrity Commissioner through RFP process	Legal Services/ CAO				X				<a href="#">1/7/2014</a>		Deferred from Q3 to Q4; RFP under development
59	Public Works - Initiate design and construction of Road Sand and Salt Storage Facility - St Lawrence Business Park	PWS (Eng)					X			<a href="#">4/15/2014</a>	Council	Award of construction will be completed by year end (per CMT 08-21-14) - Schedule revision with contractor procurement to be completed in 2015 Q1.
60	Report: Recommendations to EITP regarding the City's residual waste processing options	PWS (SW)						X		<a href="#">1/7/2014</a>	EITP	Due Q1 2016
61	Report: Recommendations for redevelopment of Davis Tannery lands based on evaluation of proposals	C&SI (ESI)			X					<a href="#">1/21/2014</a>	Council	RFI completed in Q1 2014; RFP issued February 2014. Report will be provided to Council on September 9.
62	Report: Staff implement the Accessibility Consultation Process Policy learning and development strategy, and communication plan in a timely manner, and meet with MAAC to discuss recommendations	CS (CFS)			X					<a href="#">1/21/2014</a>	MAAC	COMPLETE MAAC-14-002
63	Annual Update: Video Surveillance Policy	Legal Services/ Clerk's				X				<a href="#">12/12/2013</a>	AP	Report was on Nov. 5/14 AP Agenda. Meeting cancelled due to lack of quorum.
64	By-law Review (see Information Report No. AP-14-003 dated November 14, 2013 for details)	Various				X	X	X		<a href="#">12/12/2013</a>	AP	Status to be determined; Various completion dates
65	Review: Special Events Policy	CS (R&L)	X							<a href="#">2/4/2014</a>	ARCP	COMPLETE Implementation July 1, 2014
66	2015 Canadian Tire Figure Skating National Championships: * Waiving fees for use of INVISTA Centre * Contribution Agreement executed with KEDCO and KAP	CS (R&L)				X						COMPLETE
67	Top7 Intelligent Communities: Implementation of initiatives in Report No. 14-099	Various		X								COMPLETE

No.	Description of Initiative	Group/ Dept Lead	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015	2016	Ongoing	Date direction rec'd from Council (m/d/y) (links included where available)	Report (if required) will be provided to:	Staff Comments  (Complete items will be so marked and the entire line highlighted in blue)
68	Review of By-law to Regulate Fences with consideration of height and location alternatives	CS (B&L)				X				<a href="#">3/4/2014</a>	AP	COMPLETE By-law is on agenda of July 10, 2014 Admin Policies meeting
69	Allocation of funds from Kingston Solar LP (Samsung) Renewable Energy Project to the Natural Parkland Reserve Fund for acquisition of natural lands in the rural area	CS					X			<a href="#">3/4/2014</a>		Deferred to 2015
70	Implementation of University District Street Signage	PWS (Eng)		X						<a href="#">3/4/2014</a>		COMPLETE First signs were installed in April 2014 per information report March 2014
71	Review of existing Winter Control measures with recommendations to be considered for 2015 budget deliberations	PWS (PW)				X				<a href="#">3/4/2014</a>		COMPLETE See also Schedule A #2; Report to EITP December 2014
72	Complete Age-Friendly Action Plan	CS (CFS)				X						COMPLETE
73	Implementation of Age Friendly Action Plan	CS (CFS)					X	X		<a href="#">3/4/2014</a>		
74	Report: Turtle crossing mitigative measures - fundraising plan	Financial Services		X						<a href="#">3/18/2014</a>	Council	COMPLETE Plan approved 06-17-14
75	Report: Research in partnership with CRCA and MNR regarding additional turtle survivorship methodologies and potential turtle crossing locations for implementation across Kingston	PWS (Eng)/C&SI (E&SI)				X				<a href="#">3/18/2014</a>	EITP	COMPLETE
76	Implementation of Business Case for Red Light Cameras, preceded by pedestrian countdown devices at applicable intersections	PWS (Eng)							X	<a href="#">3/18/2014</a>		
77	Public meeting relating to including a referendum question on the 2014 election ballot: "Are you in favour of a casino locating in the City of Kingston? Yes No"	Legal Services/ Clerk's		X						<a href="#">4/15/2014</a>		COMPLETE
78	Report: review and consult with the community on potential sites in the Greenwood Park area within Kingston East for the development of a community centre	CS (R&L)					X			<a href="#">4/1/2014</a>		
79	Report: Evaluation of the City's current process used to review Radiocommunications Facilities (cell towers), including research on best practices as identified by the Federation of Canadian Municipalities (FCM)	CS (P&D)								<a href="#">4/1/2014</a>		
80	Report: With the cricket community, explore the viability of using the Memorial Centre Site or another suitable site for establishing a Cricket Pitch for 2 week night League Games and Tournament weekends in the summer of 2014	CS (R&L)			X					5/6/2014		COMPLETE KMCAC-14-001

No.	Description of Initiative Initiatives brought forward from 2013 priority matrix and/or assigned by Council in 2014	Group/ Dept Lead	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015	2016	Ongoing	Date direction rec'd from Council (m/d/y) (links included where available)	Report (if required) will be provided to:	Staff Comments  (Complete items will be so marked and the entire line highlighted in blue)
81	Report: to Council with direction on how to conduct an online auction, with proceeds going to PROkids Kingston, of old street signs that have now been replaced by the new university district signage	CS (R&L)		X						5/6/2014	Council	COMPLETE
82	Further analysis of actions to remove barriers preventing citizens from participating in the municipally sponsored or support arts and culture life of Kingston (see #53 above)	C&SI (CS)/ Accessibility			X							COMPLETE MAAC appointed a Committee member to assist Cultural staff to address the removal of barriers as directed by ARCP. (MAAC 14-016)
83	Report: Operating plans and budget to support the implementation of the Integrated Cultural Tourism and Cultural Heritage Strategy as part of the 2015-2018 Council Strategic Plan and future budgets	C&SI (CS)					X					
84	By-law or Amendment to set the standard for the visual appearance of construction hoarding, including the geographical area where it will be in effect	CS (B&L)					X			5/20/2014	AP	By-law due in January 2015, for implementation later in the year
85	Climate Action Plan: 1. Development of a corporate climate action plan 2. Development of a three year (2015-2018) implementation and monitoring plan and budget	C&SI(ESI)				X				<a href="#">6/3/2014</a>	Council	COMPLETE
86	K&P Trail Extension: Monitor and report to Council on future opportunities for access to the K&P extension through Ecole Secondaire Marie-Rivier	CS (R&L)							X	<a href="#">6/3/2014</a>	Council	
87	Streets Alive Kingston: Define event logistics and times	CS (R&L)				X				<a href="#">6/3/2014</a>	EITP	COMPLETE (Report EITP-15-004)
88	Report: Best practices relating to ambient noise levels (routine mechanical noise)	CS (B&L)					X			<a href="#">6/3/2014</a>	EITP	Deferred to 2015 (as per CMT 08-21-14)
89	Refocus for Downtown Maintenance	PWS (PW)			X					<a href="#">6/3/2014</a>	Council	COMPLETE - Report to Council October 7, 2014 14-297 Standards of Service Protocol to be reported to DBIA Board and EITP Committee in fall 2014
90	Implementation: Land Management System Automation	IS&T								<a href="#">6/17/2014</a>		

No.	Description of Initiative Initiatives brought forward from 2013 priority matrix and/or assigned by Council in 2014	Group/ Dept Lead	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015	2016	Ongoing	Date direction rec'd from Council (m/d/y) (links included where available)	Report (if required) will be provided to:	Staff Comments (Complete items will be so marked and the entire line highlighted in blue)
91	Coordinated fencing and nesting project for turtles, with CRCA, pending successful fundraising plan	PWS (Eng)								<a href="#">6/17/2014</a>		
92	Research and report: quantitative noise maximums, and report back to council at such time as, or before an extension or review of the West Campus fields and Richardson Stadium noise exemption is considered by council	CS (B&L)						X		<a href="#">7/15/2014</a>		
93	Report: public art policy and a project list of capital projects and budgets to support program implementation as part of the 2015-2018 Council Strategic Plan and future budgets	C&SI (CS)					X			<a href="#">7/15/2014</a>	Council	Reporting back to Council due in 2015
94	Transportation staff to address the pressures on Route 4 or present options to Council for consideration as part of the 2015 budget process.	TFES (TS)					X			<a href="#">7/15/2014</a>	Council (if req'd)	To be presented as part of 2015 budget
95	Report: Clerk's Department to report back to Council with a recommendation on implementing a co-op type program to assist city council members	C&SI (Clerk's)				X				<a href="#">7/15/2014</a>	Council	COMPLETE
96	Ravensview Land Leases - LaSalle Boulevard	C&SI (RE&LD)					X		X	<a href="#">7/15/2014</a>	Council	Lease renewals and assignments to 2019
97	Study: Regional Material Recovery Facility - to assess the suitability for an upgrade or rebuild of the existing MRF at KARC, or if a greenfield site is required. A business case will determine the availability and likelihood of the supply of recyclables from other municipalities and will develop a technical plan. Consideration will be given to potential opportunities afforded by single stream recycling (blue box only) versus dual stream (blue and grey box).	PWS (SW)					X			<a href="#">7/15/2014</a>	EITP	<a href="#">Report to EITP in Q1 2015 (see also 14-025 dated December 17, 2013)</a>
98	Election Compliance Audit Committee - establish list and provide to Nominations Committee	C&SI (Clerk's)			X					<a href="#">7/15/2014</a>	Nominations Committee	COMPLETE (September 23, 2014 Council)
99	Temporary Noise Exemption - West Campus Fields and Richardson Stadium - Queen's University: - Noise study and proposed actions to be provided by Queen's by December 31, 2014	CS (B&L)				X	X			<a href="#">7/15/2014</a>		COMPLETE
100	Sustainable Kingston Plan - Implementation Status	C&SI				X				<a href="#">9/9/2014</a>	Council	COMPLETE
101	Review: Mandates of non-statutory citizen advisory committees	C&SI (Clerk's)					X			9/23/2014	Council	Report to Council due in Q1 2015
102	Refocus for Downtown Maintenance - Implementation	PWS					X			<a href="#">10/7/2014</a>	Council	Report to Council in October 2015



No.	Description of Initiative	Group/ Dept Lead	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015	2016	Ongoing	Date direction rec'd from Council (m/d/y) (links included where available)	Report (if required) will be provided to:	Staff Comments  (Complete items will be so marked and the entire line highlighted in blue)
103	Temporary Noise Exemption - West Campus Fields and Richardson Stadium - Queen's University: Monthly reporting from March 15-December 10, 2015 by Queen's to Manager of Licensing	CS (B&L)					X			<a href="#">7/15/2014</a>	Council	
104	Council Support Internship Program	C&SI (Clerk's)					X			11/18/2014	AP	Pilot to begin in Q2 2015; report on pilot due to AP in Q4 2015
105	Queen's University & City Partnership on Innovation - Progress Update	CAO					X			11/18/2014	Council	Progress report due by June 2015
106	Municipal Energy Planning Project	C&SI (ESI)					X			8/12/2014	EITP	Progress reports to EITP
107	Detailed program and funding plan for the Gathering Place	CS (H&SS)				X				11/18/2014	Council	COMPLETE 15-007 December 16, 2014
108	Sustainable Kingston Plan - Next steps to advance the plan	C&SI								11/18/2014	Council	
109	Winter Control Plan: collaboration by Public Works with Queen's and the Alma Mater Society to broaden pedestrian priority sidewalk snow removal in the University District	PWS (PW)								12/16/2014		New motion at Council on Dec 16, 2014
110	Recommendation report to Council regarding the feasibility of a scramble crossing at Union and University	PWS (Eng)					X			12/16/2014	Council	New motion at Council on Dec 16, 2014
111	Report evaluating findings of public feedback and elections staff feedback on process, communication and other improvements to reduce waiting times at polling stations and delays in reporting of election results from the October 27, 2014 municipal election AND Options for Council's consideration to resolve identified problems and process improvements	CAO/C&SI (Clerk's)					X			12/16/2014	AP	New motion at Council on Dec 16, 2014
112	Report addressing the City's increased costs and capacity requirements for providing snow clearing services to Canada Post for community mailboxes in the City of Kingston	PWS (PW)					X			12/16/2014		New motion at Council on Dec 16, 2014
<b>THIS MATRIX INCLUDES ALL DIRECTION OF COUNCIL TO DECEMBER 16, 2014 (LAST COUNCIL MEETING OF 2014)</b>												