



**CITY OF KINGSTON
MAYOR'S TASK FORCE ON DEVELOPMENT
MEETING NO. 09-2012
MINUTES
Monday, April 19th, 2012
11:00 a.m., INVISTA Centre Room A**

MEMBERS PRESENT

Councillor George, Chair
Councillor Paterson
Ms. Helen Finley
Ms. Megan Knott
Mr. Neal Ritchie
Ms. Margo Watson
Mr. Derek Winton

STAFF PRESENT

Ms. Jannette Amini, Committee Clerk
Mr. George Wallace, Senior Special Projects
Manager

OTHERS PRESENT

Approximately four members of the public

OTHER COUNCILLORS

Councillor Hutchison

THIS IS NOT A VERBATIM REPORT

1. MEETING TO ORDER

Councillor George, Chair called the meeting to order at 11:00 p.m.

2. APPROVAL OF AGENDA

Moved by Councillor Paterson
Seconded by Ms. Knott

THAT the agenda be confirmed.

CARRIED

3. CONFIRMATION OF MINUTES

Moved by Ms. Finley
Seconded by Ms. Knott

THAT the minutes of the Mayor's Task Force on Development meeting No. 06-2012 held Monday, March 19th, 2012 be confirmed.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

None was declared.

5. DELEGATIONS

6. BRIEFINGS

7. BUSINESS

a) Blueprint for Future Actions

The Blueprint for Future Actions document, dated April 13, 2012, sets out the proposed timelines, as discussed at the Task Force meeting on March 26, 2012, to enable the Task Force to fulfill its mandate and present its final recommendations to the Mayor in January, 2013.

Ms. Suzanne Gibson, Facilitator provided an outline of the session and explained how it would be conducted and the required outcomes staff would like to see.

Mr. Wallace provided an overview of the Next Steps and Process and distributed a revised Blueprint for Future Actions a copy of which was provided to members prior to the meeting and is attached to the record in the Clerk's Office. He assured members this document may be changed in the future as issues arise.

Moved by Councillor Paterson
Seconded by Mr. Winton

THAT the Blueprint for Future Actions document dated April 13, 2012 as amended be approved.

CARRIED

b) Framework and Focal Points Document – Appendix A

The Initial Framework and Focal Points Document, attached as Appendix A to the Blueprint for Actions, identifies a number of key focus areas for the Task Force's work and recommendations going forward. Task Force members have submitted proposed revisions to the document for consideration. A version of the Document that consolidates all of the proposed changes was attached as Schedule Pages 36 - 45.

Mr. Wallace indicated that the hope is to have the consultant in place by mid June, and will be determined by a panel that reviews the RFP submissions of which the Chair of the Mayors Task Force will participate. He is seeking input from the Task Force on whether the consultant should be present at the September Task Force meeting when stakeholders are being considered.

To Ms. Finley's concerns, Mr. Wallace outlined that the RFP is structured in a way that identifies that the consultant will be expected to address the areas of concern. As a result, the consultant will benchmark 5 comparable municipalities and investigate how those municipalities address similar concerns with the result of coming back to the Task Force with specific actions the City can take.

Mr. Winton expressed concerns that staffing levels have never been discussed by the Task Force and questioned how the consultant will obtain that information to which Ms. Gibson noted that the consultant will be mandated to look at the whole development process including staffing which of course will require that he or she meet with staff and do a staff assessment. Mr. Wallace added that the work of the consultant will be to obtain background information and do an analysis of the City process including the physical environment, resources etc and this information will come back to the Task Force. The Task Force will then take that information and form recommendations for the final study including an implementation strategy. The intent of the RFP is to be all inclusive; however specific language around staffing could be added. He did assure the Task Force that the consultant will have experience in doing this type of work and will know to look at staffing levels. It was suggested that specific wording be included to direct the consultant to look at staff empowerment and lines of accountability. Councillor George cautioned that the Task Force not get into the roles and responsibilities of staff as that will be something addressed by Council.

Ms. Finley expressed concerns that the Task Force has not heard any representation from any trades people and feels the Task Force should be more proactive in getting those people to the table. Mr. George confirmed that a notice was published in the Kingston Whig Standard for 2 consecutive weeks requesting interested parties attend a Mayor's Task Force meeting to provide comments and/or feedback. He suggested that the consultant could have one on one discussions with local trades' people where their attendance is not recorded in the minutes in order to obtain feedback from these groups. Mr. Ritchie confirmed that area trades people associated with the Home Builders Association have been advised of these meetings and the ability to come and express concerns. He noted that many of those have taken this information back to their own respective groups for input and believes there are those interested in coming to speak to the Task Force; however being able to speak to the consultant directly would be ideal.

Mr. Wallace noted that the panel to review the RFP's will consist of himself, Cynthia Beach and, as Chair of the Task Force, Councillor George. The panel will review all of the submissions and proposals will be evaluated based on an established evaluation criteria.

Members of the Task Force felt the consultant chosen should bring a fresh set of eyes to this process as typically there seems to be a tendency to choose the same consultants and by doing this it would place the consultant at an arm's length into the structure. It was agreed to proceed with the process and mandate the Chair to bring this important piece forward when reviewing the RFP submissions of not choosing a consultant that has had past dealings with the City but to choose someone who would be at arm's length from the City to bring fresh eyes to the City process.

To concerns expressed by Mr. Winton regarding the implementation plan, Mr. Wallace advised the Task Force that the recommendations going forward to the Mayor will be Task Force recommendations based on what they hear. Once the final recommendations and plans are complete, all stakeholders, including staff, will have an opportunity to provide comments before the submission of the final recommendations to the Mayor. It will then be up to the Mayor to decide if he wishes to take these recommendations forward to Council or not. All stakeholders will have an opportunity to provide comment.

With respect to a cut off date for stakeholder input, it was noted that stakeholder input will need to be completed by the end of August 2012.

The Task Force reviewed the Framework and Focal Points Document with changes provided by members and the following additional changes were made:

Page 2, 1st paragraph, remove the word "high" from quality new development so the phrase will now read "... conditions that will result in responsible, quality new development."

Page 2 and 3, reverse points # 1 and #2 so that Quality Customer Service is point #1, Efficiency and Timeliness is point #2 and add a new point #3 "Time is Money".

Page 3, point #4; change "The Official Plan" to "The Guiding Document".

Page 3, point #4, remove 1st sentence "All development must fall within the framework of the City's Official Plan, and reinstate the last sentence of "The Official Plan must guide all development going forward."

Page 3, point #3; change the word Accessibility to Accessible.

Moved by Ms. Watson
Seconded by Councillor Paterson

THAT the revised Framework and Focal Points Document, attached as Appendix A as amended be approved.

CARRIED

Ms. Gibson asked that when members would like to see changes to the document, that they send those change to Mr. Wallace so that he may bring those suggested changes back to the Task Force for approval.

c) Mayor's Task Force on Development Municipal Benchmarking Study Excerpt from Request for Proposals - Appendix B

It was noted that detailed comments given to the consultant by stakeholders will not be made public as such comments would contain personal information of the stakeholder; however the consultant will provide a detailed summary of the feedback to the Task Force.

To Mr. Winton's question of how the 5 comparator municipalities will be chosen, as he was under the impression that KEDCO would have input on this, Mr. Wallace noted the Task Force itself will have input but not KEDCO and the premise behind this is that the municipalities are comparable to Kingston in similar size and structure. He noted the mandate set by the Mayor is 5 comparable municipalities; however the Task Force could, if it feels necessary include additional municipalities that have similar interests to those of Kingston. Councillor George clarified that previous meetings indicated the Task Force was to receive information from KEDCO which to date has not been received.

The Task Force discussed the RFP document and felt in general it meets the Task Force's need, to which positive feedback was expressed.

Ms. Watson felt that the RFP needs to identify the types of meetings required and for how long as meetings will drive up the budget. The Task Force needs to decide what it wants the consultant to do and how much facilitation it wants to which Mr. Winton suggested that fewer meetings that last longer would help people stay focused. Ms. Watson suggested removing the August meeting as consultants require time from a meeting to go back and analysis the information they received.

It was suggested that interim reports to the Task Force could be short form bullet points brought to the Task Force for input. Ms. Knott also questioned if meetings could take place via technology in case the consultant is from out of Province to which Mr. Wallace indicated any consultant would be located in Ontario and he is not certain the City has the technological ability to hold such meetings; however Queen's University may and this could be investigated.

Ms. Finley reiterated earlier comments that this Task Force needs to connect with and hear from those who use the service as customers. The Task Force reiterated that members forward the names of those they feel would be interested and willing to speak to the Task Force to Mr. Kevin Arjoon and he will proceed to invite them to a meeting.

Ms. Watson suggested that if there are to be one to one meetings between the consultant and members of the public that needs to be identified in the RFP. The RFP also needs to identify that the consultant indicate an hourly rate for any additional meetings or change in scope of the project; however she did note that the

document does state under Ongoing Consultation that one on one meetings are to occur during the interim meetings which means 2 days and that they block off their day for that. Anything more than that will be additional costs.

Mr. Wallace directed the Task Force to Section 4.2 b) on page 51 which are specific items the Task Force would want the consultant to investigate and staff levels, resources and responsibilities and staff empowerment will be added there as results of earlier discussions.

The Task Force added The Mayor's Task Force to 9.0 Expectations d)
Confidentiality

Moved by Mr. Ritchie
Seconded by Ms. Watson

THAT the excerpt from the RFP attached to the Blueprint for Actions as Appendix B as amended be approved.

CARRIED

8. NOTICES OF MOTION

None

9. OTHER BUSINESS

None

10. CORRESPONDENCE

- i. Email dated April 4, 2012, from Mr. Ed Smith, providing a written submission to the Mayor's Task Force on Development.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday, May 7, 2012 at 3:00 p.m. in the Councillors' Lounge, City Hall.

12. ADJOURNMENT

Moved by Councillor Paterson
Seconded by Mr. Winton

THAT the Mayor's Task Force on Development meeting now be adjourned.

CARRIED

The meeting adjourned at 1:10 p.m.