



**CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL**

Report No.: 09-269

TO: Mayor and Council
FROM: Stephen Dickey, Deputy Treasurer
RESOURCE STAFF: Janis Morrison, Purchasing Coordinator
DATE OF MEETING: 2009-10-06
SUBJECT: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of August 2009

EXECUTIVE SUMMARY:

This information report is to:

1. Advise council of tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of August 2009.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of August 2009.

RECOMMENDATION:

This report is for information purposes only.

AUTHORIZING SIGNATURES:

<p>ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES</p> <p>Stephen Dickey, Deputy Treasurer</p>	<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</p> <p>Gerard Hunt, Chief Administrative Officer</p>
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CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	✓
Commissioner Thurston, <i>Community Development Services</i>	✓
Commissioner Leger, <i>Corporate Services</i>	✓
Jim Keech, President, <i>Utilities Kingston</i>	✓

(N/R indicates consultation not required)

October 6, 2009

- Page 2 -

OPTIONS/DISCUSSION:

In accordance with the reporting requirements of the purchasing by-law, Schedule A to this report provides information on tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of August 2009. Under section 3.4 of the purchasing by-law, council has approved the delegation of authority to approve tender and award contracts greater than \$50,000 to the city commissioners or designate, when all of the following conditions have been satisfied:

- there is sufficient approved budget;
- all procedures for the establishment of prices in by-law 2000-134 as amended, have been followed;
- the lowest tender is accepted;
- at least three tenders have been received.

The purchasing by-law requires that all awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to council for award purposes.

As directed by council motion, Schedule B provides additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the same period. Section 3.1(iv) of the purchasing by-law identifies the annual budget as financial approval to proceed with a purchase. There is no authority to make purchases that are not within budget parameters. In addition, council receives budget variance reports on a quarterly basis including quarterly budget works-in-progress reports that provide an update on the status of capital works.

August 2009 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000;
- tenders closing in this time frame that were approved separately by council at previous council meetings.

EXISTING POLICY/BY LAW:

By-law 2000-134 - "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

NOTICE PROVISIONS:

Not applicable

ACCESSIBILITY CONSIDERATIONS:

The Ontario Disabilities Act is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

FINANCIAL CONSIDERATIONS:

Not applicable

CONTACTS:

Not applicable

OTHER CITY OF KINGSTON STAFF CONSULTED:

Sheila Kidd, Director, Corporate Assets, Operations and Administration	Ext. 2221
Mark Campbell, Construction Manager, Engineering Services	Ext. 3139
Lanie Hurdle, Director, Recreation & Leisure Services	Ext. 1231
Peter Huigenbos, Manager, Partnerships and Initiatives	Ext. 3148
Jim Dehoop, Director, Community and Family Services	Ext. 4957

October 6, 2009

- Page 3 -

Shirley Da Silva, Manager, Transportation/ Airport

613-389-6404 Ext. 101

Stephen Grainger, Capital Projects Technician, Engineering Services

Ext. 3181

Robert Steele, Manager, Fleet

Ext. 2216

EXHIBITS ATTACHED:

Schedule A – Tender/RFP/Contract Summary, August 2009

Schedule B – Signed Contract Summary (\$20,000 - \$50,000), August 2009

TENDER/RFP/CONTRACT SUMMARY - AUGUST 2009

100-110 HP Farm Tractor w/Flail Mowers and 10' Front Plow	
Closing Date: August 12, 2009	F31-CS-FL-2009-13
Supplier/Service Provider	Pricing Received (Including Taxes)
Anderson Equipment Sales (A)	\$ 91,134.50
Clow Farm Equipment Limited	\$ 99,449.04
Anderson Equipment Sales (B)	\$ 99,812.90
Hartington Equipment	\$110,675.59

85-95 HP 4WD Farm Tractor w/Quick Release Loader, Quick Detach Bucket and 9' Plow	
Closing Date: August 12, 2009	F31-CS-FL-2009-14
Supplier/Service Provider	Pricing Received (Including Taxes)
Anderson Equipment Sales (A)	\$ 50,727.00
Anderson Equipment Sales (B)	\$ 56,714.70
Gateview Equipment Limited	\$ 63,251.75
Clow Farm Equipment Limited	\$ 64,230.33
Hartington Equipment	\$ 66,291.45

40 HP 2 WD Farm Tractor w/Quick Release Loader	
Closing Date: August 12, 2009	F31-CS-FL-2009-15
Supplier/Service Provider	Pricing Received (Including Taxes)
Hartington Equipment	\$ 27,178.76
Clow Farm Equipment Limited	\$ 27,459.00
Anderson Equipment Sales	\$ 28,024.00

40 HP 2 WD Farm Tractor	
Closing Date: August 12, 2009	F31-CS-FL-2009-16
Supplier/Service Provider	Pricing Received (Including Taxes)
Gateview Equipment Limited	\$ 20,933.65
Clow Farm Equipment Limited	\$ 21,494.86
Hartington Equipment	\$ 21,919.92
Anderson Equipment Sales	\$ 22,255.35

30 HP 4 WD Compact Farm Tractor	
Closing Date: August 12, 2009	F31-CS-FL-2009-17
Supplier/Service Provider	Bidding Received (Including Taxes)
Clow Farm Equipment Limited	\$ 15,104.71
Gateview Equipment Limited	\$ 18,560.25
Anderson Equipment Sales	\$ 20,503.85
Hartington Equipment	\$ 21,085.80

Wally Elmer Arena Renovations – Meeting Room	
Closing Date: August 12, 2009	F31-SGG-RLS-2009-17
Supplier/Service Provider	Bidding Received (Including Taxes)
David J. Cupido Construction Ltd.	\$ 89,000.00
T. A. Andre and Sons (Ontario) Limited	\$ 108,000.00
Emmons & Mitchell Construction (2000) Limited	\$ 112,000.00
Frecon Construction Limited	\$ 123,000.00

SIGNED CONTRACT SUMMARY (\$20,000-\$50,000) AUGUST 2009

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group/Department
August 7, 2009	Install Baseball Netting as per RFI EN-2009-08	Sunrae Construction Limited	\$ 31,950.00	Recreation & Leisure
August 7, 2009	Contract Amendment-Preventative and Corrective Maintenance ILS	NAV CANADA	\$ 35,883.80	Corporate Services
August 11, 2009	Stage 4 Archaeological Assessment J.K. Tett Building Addition	Past Recovery Archaeological Services	\$ 23,595.00	Real Estate & Construction Services
August 17, 2009	Lower the top layer of existing conduits under the sidewalk along Princess Street	Bell Canada	\$ 28,729.00	Engineering Services
August 17, 2009	Affordable Housing Program Administrator	Chris Laundry	Standing Order >\$20,000- <\$50,000	Community and Family Services



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.: 09-293

TO: Mayor and Council

FROM: Cynthia Beach, Commissioner, Sustainability and Growth

RESOURCE STAFF: Paul MacLatchy, Director – Strategy, Environment & Communications

DATE OF MEETING: 2009-10-06

SUBJECT: Integrated Community Sustainability Plan – Update on Name and Funding

EXECUTIVE SUMMARY:

This report is intended to provide Council with an update on the Integrated Community Sustainability Plan (ICSP) – specifically on the name (brand) of the ICSP and on the progress of obtaining assistive funding from the Federation of Canadian Municipalities (FCM).

As of August 5, 2009 the City of Kingston had submitted all materials required for application to the Federation of Canadian Municipalities (FCM) for grant funding to support the development of the city's first Integrated Community Sustainability Plan. The City's application has successfully completed peer review by the FCM and will be tabled for potential approval at the October, 2009 meeting of the Green Municipal Fund (GMF) Council. Their decision is expected in early November.

The cumbersome "Integrated Community Sustainability Plan" will be replaced as a name for the plan by:

Sustainable Kingston

Designing Our Community's Future... Together

Several options for a name and positioning line were created by the project team and then vetted by members of FOCUS Kingston, staff and interested members of the general public. The newly named plan will be supported by a visual identity (logo, colours, etc.) that is presently in development.

RECOMMENDATION:

This report is for information purposes only.

AUTHORIZING SIGNATURES:**ORIGINAL SIGNED BY COMMISSIONER**

Cynthia Beach, Commissioner, Sustainability and Growth

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Thurston, <i>Community Development Services</i>	N/R
Commissioner Leger, <i>Corporate Services</i>	N/R
Jim Keech, President, <i>Utilities Kingston</i>	N/R

OPTIONS/DISCUSSION:FCM Funding Application

The Federation of Canadian Municipalities (FCM) maintains the Green Municipal Fund (GMF) that can provide grant funding to municipalities to assist in the development of Integrated Community Sustainability Plans. As part of the City of Kingston's ICSP development project, the City has made application to the FCM-GMF for a grant request of \$126,500 representing 50% of eligible project costs.

The grant application process consists of a Part A and Part B process with Part B being a more detailed submission required only if Part A is approved by the FCM.

The City of Kingston's Part A application was submitted and subsequently approved on April 7, 2009.

The Part B application was submitted on July 15, 2009. The FCM requested additional information and a resubmission was made on August 5, 2009. The Part B application has successfully completed the FCM's peer review process and will be forwarded on to the Green Municipal Fund's October, 2009 council meeting for consideration for approval.

We have been advised by the FCM to expect notification by early November.

Sustainable Kingston -- Summary of the Naming Process

Following the community consultation in May, known as the Kingston Sustainability Summit, the Project Team initiated a process to identify a suitable name for the Kingston Integrated Community Sustainability Plan -- something that would be short, practical, accurate and conducive to promotion of the plan.

This effort was framed by communications and engagement strategies first developed in two workshops with pillar champions and community partners held in late March/early April.

A generative phase involved a review of dozens of names and positioning lines used (to varying effect) in other communities, along with other suggestions from brainstorming by the consultants and the Project Management Team that were added to the "long" list. As the first step of evaluation, this list was initially paired down to about 20 potential names and positioning lines.

From the beginning it was intended that the name would apply to the plan itself. It was also recognized that the meaning of the name, and associations with it, would be built up over time with accomplishments, events, promotional text, images and leadership by champions. The team felt it was important that, somewhere in either the name or positioning statement, the words "Kingston" and "Sustainable"/"Sustainability" should be included.

Criteria for name selection also noted that the name must:

- be consistent with our local understanding of what sustainability means in Kingston,
- be applicable and consistent with the four environmental, economic, social and cultural pillars of sustainability, and
- have no double meanings or potential to create embarrassing acronyms.

After further evaluation by the Project Management Team, pillar champions and members of FOCUS Kingston, five potential plan names and five potential positioning lines were selected for consultation with the ICSP community of interest -- those who had participated in ICSP events or indicated an interest in contributing their opinions by signing up at the Green-Up Festival or on the City's website.

More than 300 members of this community of interest were invited to contribute their feedback using an online tool or email -- not so much to rate the various proposed names, but to give their qualitative impressions of the names, how well they fit with and supported the project goal description, and any suggested pros or cons to be considered in selecting a final name. Responses were received from 35 interested parties, resulting in 9 pages (more than 3,200 words) of feedback.

After analysis of that feedback, confirmation of the graphic design potential, and separate reviews by both the Project Management Team and FOCUS Kingston, it was recommended that the ICSP plan be named:

Sustainable Kingston

Designing Our Community's Future... Together

The name is simple, clear and to the point, and it speaks to the core idea of the ICSP (all qualities that were strongly supported in the consultation feedback). The name also works in various contexts -- a *Sustainable Kingston* initiative, a *Sustainable Kingston* event, or a *Sustainable Kingston* plan. It also answers the question: "What are we trying to achieve?" ... a *Sustainable Kingston*.

Community feedback also indicated an appreciation that the positioning line must underscore key elements of sustainability -- the focus on Kingston's future, and future generations; collaboration, partnering and creatively designing our path forward together; and that the ICSP is a community-based and community-owned plan.

Now that a name has been chosen, next steps are currently underway, including the development of a distinctive graphic visual identity to help convey the character of the plan and support promotion of the new name, positioning line and the plan itself.

EXISTING POLICY/BY LAW:

Not applicable

NOTICE PROVISIONS:

Not applicable

ACCESSIBILITY CONSIDERATIONS:

Not applicable

FINANCIAL CONSIDERATIONS:

Not applicable

CONTACTS:

Cynthia Beach, Commissioner, Sustainability & Growth, Ext. 1150
Paul MacLatchy, Director – Strategy, Environment & Communications

OTHER CITY OF KINGSTON STAFF CONSULTED:

Not applicable

EXHIBITS ATTACHED:

None



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.:	09-298
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TO: Mayor and Council

FROM: Cynthia Beach, Commissioner, Sustainability & Growth Group

RESOURCE STAFF: Lanie Hurdle, Director, Recreation & Leisure Services Department

DATE OF MEETING: 2009-10-06

SUBJECT: Shoreline Land Acquisition – Delegated Authority

EXECUTIVE SUMMARY:

In early 2009, the Engineering Department planned out its 2009 shoreline work program. The work will take place between West Street and Simcoe Street. Recreation and Leisure Services have been working with Engineering to combine shoreline work and pathway upgrades on the waterfront. In the review of the planned upgrades, Recreation and Leisure Services decided to expand the width of the pathway to 3.5 metres in order to better accommodate various uses.

The land owned by the City along the waterfront is limited and in some areas is not sufficient to expand pathway width to 3.5 metres. City staff initiated discussions with Homestead Land Holdings, owner of the said property, to accommodate wider pathways. Homestead Land Holdings agreed to transfer ownership of the necessary lands, at no cost to the City, to enable the construction of consistent pathways.

As per report 09-253 and By-Law 09-111, this acquisition falls under delegated authority of staff. Environmental issues have been considered by staff and funds are included in the Recreation and Leisure Services 2009-2010 capital budget.

RECOMMENDATION:

This is an information report only.

**INFORMATION REPORT TO COUNCIL
Shoreline Land Acquisition**

2008-10-06
- Page 2 -

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER
Cynthia Beach, Commissioner, Sustainability & Growth Group
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	✓
Commissioner Thurston, <i>Community Development Services</i>	N/R
Commissioner Leger, <i>Corporate Services</i>	✓
Jim Keech, President, <i>Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

2008-10-06
- Page 3 -**OPTIONS/DISCUSSION:**

The Engineering Department and Recreation and Leisure Services reviewed plans for shoreline and pathway work between West Street and Simcoe Street. Recreation and Leisure Services decided to increase the width of pathways to 3.5 metres to allow a two way circulation on pathways which supports the use of pathways for leisure and active transportation purpose. This width will allow for the pathway to have a painted line dividing the two way circulation. In the development of plans, Recreation and Leisure Services and the Engineering Department realized that the City did not own sufficient property in all areas to enable the increase of pathway width. Discussions with the owner of the property, Homestead, were initiated to enable pathway construction. Homestead agreed to transfer parts of land to the City at no cost to facilitate the construction of a wider pathway.

The Environment Division provided an opinion on the likelihood of environmental issues at the property to be acquired from Homestead. There were no environmental concerns related to the intended uses of the property identified. This acquisition of land has been commissioned by Recreation & Leisure Services and is being conducted by the Director of Real Estate and Construction Services under delegated authority as designated by the Commissioner of Corporate Services.

EXISTING POLICY/BY LAW:

By-law 2009-111; Delegated Authority to Commissioner of Corporate Services

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

There are no direct land acquisition costs for this property. Recreation and Leisure Services has \$600,000 in its 2009-2010 capital budget for pathways and trails. These funds will be used to cover the costs of surveying and title registrations etc.

CONTACTS:

Lanie Hurdle, Director, Recreation & Leisure Services Department

613-546-4291 ext. 1231

OTHER CITY OF KINGSTON STAFF CONSULTED:

Kelly Williams, Manager, Parks Development

Speros Kanellos, Director, Real Estate and Construction

Alan McLeod, Senior Legal Counsel, Legal Services Department

Brodie Richmond, Environmental Projects Manager

EXHIBITS ATTACHED:

Exhibit 'A' – Shoreline and Pathway Plan

KINGSTON SHORELINE REPAIR	CLIENT: THE CORPORATION OF THE CITY OF KINGSTON	HCCI Consulting, Design and Municipal Engineering Water Resources & Environmental Hydraulics 348 BAGOT STREET KINGSTON, ONTARIO K7K 5P2 3732 WWW.HCCI.CA	DESIGNED BY: SS	CHECKED BY:	DRAWING TITLE WEST SECTION	SCALE: 1:200	DRAWING NUMBER: P1	PROJECT NUMBER:	DATE:	CAD FILE:
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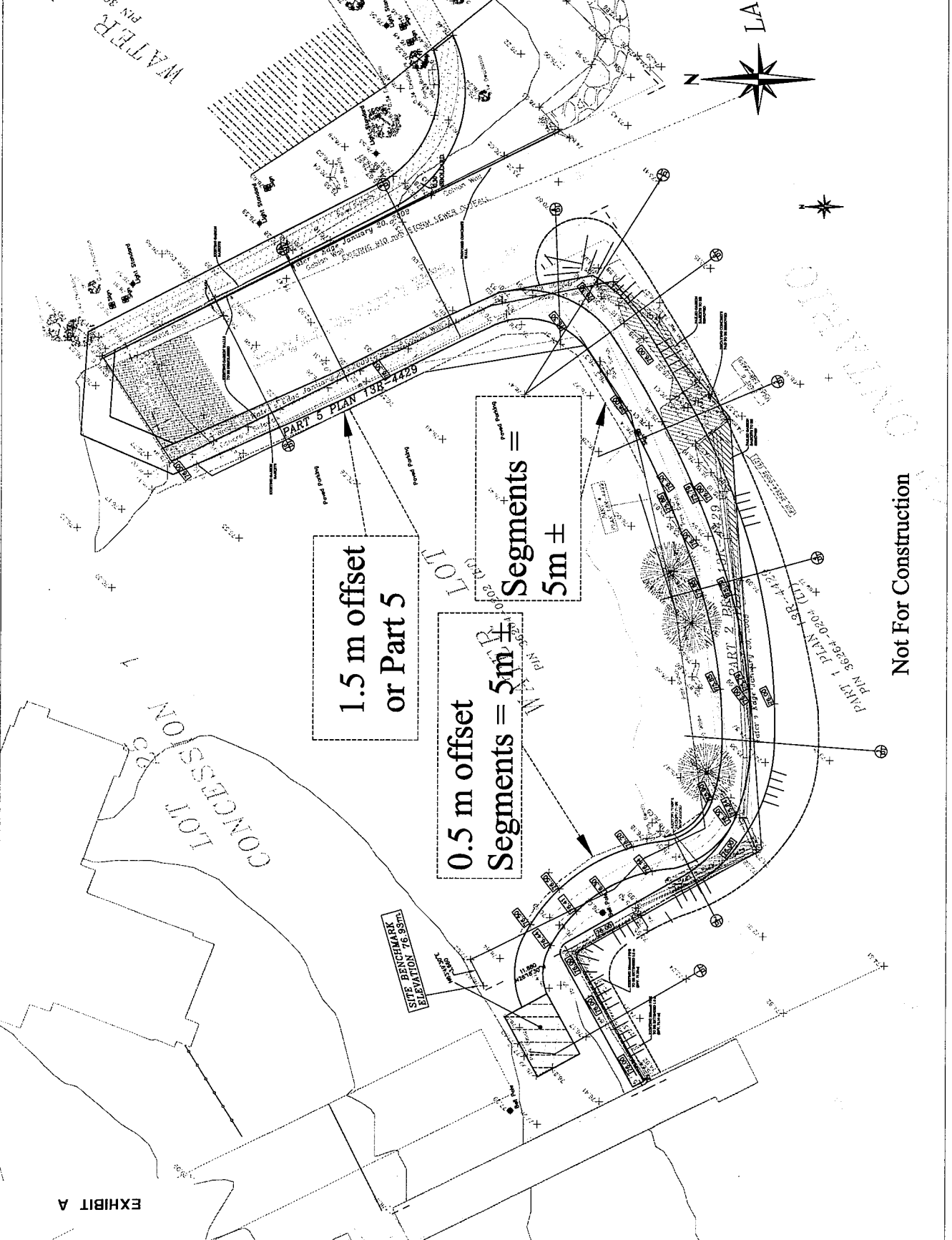


EXHIBIT A