



**CITY OF KINGSTON
REPORT TO COUNCIL**

Report No.: 09-304

TO: Mayor and Council
FROM: Jim Keech, President & C.E.O., Utilities Kingston
RESOURCE STAFF: John Giles, Manager, Solid Waste Division
DATE OF MEETING: 2009-10-20
SUBJECT: Capital Budget Amendment for Conveyor Repairs at the Kingston Area Recycling Centre

EXECUTIVE SUMMARY:

The conveyor in the material recovery facility at the Kingston Area Recycling Centre which moves recyclable containers up into the sorting room requires a repair that was originally placed in the draft 2010 operating budget. The Finance Department has advised that the work is a betterment which would extend the original useful life and is therefore to be considered as a capital expense.

The cost to complete this work is \$80,000 including applicable taxes. The Solid Waste equipment reserve fund has sufficient funds after the approved 2010 projects have been funded to complete this work.

RECOMMENDATION:

THAT a capital budget amendment in the amount of \$80,000 from the Solid Waste equipment reserve fund for conveyor repairs and upgrade be approved.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY PRESIDENT & C.E.O., UTILITIES KINGSTON	
Jim Keech, President & C.E.O., Utilities Kingston	
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER	
Gerard Hunt, Chief Administrative Officer	

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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

(N/R indicates consultation not required)

2009-10-20

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OPTIONS/DISCUSSION:

The C-2 conveyor in the material recovery facility at the Kingston Area Recycling Centre moves recyclable containers up into the sorting room. The conveyor requires a repair that was originally placed in the draft 2010 operating budget, however, the Finance Department has advised that the work is considered a betterment which would extend the original useful life, therefore it would be a capital expense.

The work needed is a betterment as a steel segmented belt with piano hinges that requires a lot of maintenance will be replaced with a rubber belt reducing maintenance requirements. In addition, one end of the frame will be replaced which has deteriorated to the point where necessary adjustments are no longer able to be made appropriately.

The cost to complete this work is \$80,000 including applicable taxes. The Solid Waste equipment reserve fund has sufficient funds after the approved 2010 projects have been funded.

It is recommended that a capital budget amendment in the amount of \$80,000 for conveyor repairs and upgrade be approved.

EXISTING POLICY/BY LAW:

Council must approve a capital budget amendment.

NOTICE PROVISIONS:

There are no notice requirements associated with the subject of this report.

ACCESSIBILITY CONSIDERATIONS:

There are no accessibility considerations associated with the subject of this report.

FINANCIAL CONSIDERATIONS:

The Solid Waste equipment reserve fund has sufficient funds after the approved 2010 projects have been funded.

CONTACTS: N/A**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Lana Foulds, Financial Planning Coordinator, Financial Services

EXHIBITS ATTACHED: N/A



**CITY OF KINGSTON
REPORT TO COUNCIL**

Report No.: 09-305

TO: Mayor and Council

FROM: Cynthia Beach, Commissioner, Sustainability & Growth
Denis Leger, Commissioner, Corporate Assets

RESOURCE STAFF: Paul MacLatchy, Director Strategy, Environment, Communications
Ron McKelvie, CIO, Information Systems and Technology

DATE OF MEETING: 2009-10-20

SUBJECT: Corporate Intranet RFP No. F31-CS-IS-2009-2
Award of Contract – OA Solutions Inc.

EXECUTIVE SUMMARY:

Keeping the City's diverse workforce well informed and working together is a challenging task. The "Intranet/KingNet 2.0 " project was initiated in late 2008 to help address these challenges and modernize capabilities by taking advantage of rapidly evolving Internet technologies. While recognizing a tendency to overstate capabilities, modern intranet systems promise to enable organizations to "collaborate, decide, change faster"; to get people more "informed, efficient, productive, engaged, networked, empowered, and innovative"; to get processes more "compliant, flexible, repeatable, accurate"; to make information more "relevant, accessible, secure" and "better managed".

A Request for Proposal (RFP) was issued in 2009 July with detailed evaluations of the ten (10) responses occurring in August and September. The OA Solutions Inc. proposal was selected on the basis of functional and technical product (Liferay) capabilities, competitive pricing, company experience, and strong implementation plans and resources. This report seeks council's approval to award the design and development services contract to OA Solutions Inc, with a product licensing component to Liferay Inc. Staff is required to present a recommendation to City Council to award a contract as this was not the lowest cost proposal received and hence it does not meet the conditions for delegated authority in the City's Purchasing Bylaw.

RECOMMENDATION:

THAT Council authorizes the Mayor and Clerk to enter into a time and materials contract with OA Solutions Inc, in a form satisfactory to the Director of Legal Services, in reference to RFP No. F31-CS-IS-2009-2, for an amount not exceeding \$80,000, and the annual product maintenance fees not exceeding \$20,000.

October 20, 2009

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AUTHORIZING SIGNATURES:

<p>ORIGINAL SIGNED BY COMMISSIONER Cynthia Beach, Commissioner, Sustainability & Growth</p>	<p>ORIGINAL SIGNED BY COMMISSIONER Denis Leger, Commissioner, Corporate Services</p>
<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer</p>	

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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

(N/R indicates consultation not required)

October 20, 2009

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OPTIONS/DISCUSSION:

The City of Kingston staff with computer access presently use an intranet system known as KingNet. The KingNet system was developed in 2000 using a relatively unsophisticated html platform without a content management system available to city staff. While KingNet has been updated with content on an ongoing basis, the "look and feel" and functionality of the intranet has not significantly changed since its inception. In 2009 the KingNet intranet tool is not on par with more modern systems and does not allow city employees to take full advantage of the efficiencies provided by modern intranet systems.

In July 2009, the Strategy, Environment, Communications and Information Systems and Technology departments jointly developed and issued a RFP for the redevelopment of its Intranet site and the introduction of new web content management and collaboration capabilities.

Ten (10) responses were received and underwent a preliminary evaluation which consisted of proposal reviews and scoring in the following categories;

Scoring Categories	Available Points
Vendor Profile, Portfolio, Service Capabilities	11
Accessibility for Ontarians with Disabilities Act	4
Technical Platform	20
Usability and Content Management	25
Implementation Plan and Services	20
Cost, Licensing model	20
Sum	100

Preliminary evaluations resulted in the short-listing of the following vendors/products:

- Tenthline/Alfresco
- Ektron/CMS400
- OA Solutions/Liferay/(Alfresco as optional content repository)

The following submissions were not chosen for subsequent review:

- F3 webover/Joomla!
- Banc Intranets/eResourceLink Intranet
- Active Network/Active CMS
- Scryent/Plone
- Intrafinity/Intrafinity Portal Framework
- Bell/Oracle UCM
- 14 Theories/CommonSpot

Secondary evaluations of the top three vendors included demonstrations (functional, technical), hands-on product trials, and market research.

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All three semi-finalists demonstrated strong capabilities yet the evaluation team concluded that the clear, best, fit for the needs of the City is the OA Solutions/Liferay. The product is flexible and easy to use and comes with significantly more "out of the box" capabilities than the other two solutions. While it maintains a strong portal focus, it is also well suited for general web publishing. Additional client reference checks were performed on the preferred vendor/solution and yielded positive results.

Final scoring, costs summary, is as follows;

Vendor	Score	Rank	Product Cost	Services Rate / HR
Ektron	78.7	2	\$17,000	\$220
Banc Intranets	62.3	10	\$70,000	\$175
F3 Webover	75.9	4	\$0 ¹	\$125
Intrafinity	70.35	6	\$42,000	\$125
Active Network	70.15	6	\$15,000	\$180
Scryent	67.5	9	\$0 ¹	\$150
14 Theories	69.75	8	\$21,000	\$90
Tenthline	76.85	3	\$15,000 ²	\$100
Bell/Oracle	73.4	5	\$27,000	\$175
OA Solutions	80.4	1	\$18,000 ²	\$160

Note 1: Open source, public domain product

Note 2: Open source, this fee is for annual technical support, upgrade subscription

The non-open source products have a recurring annual maintenance/support fee of 18% to 22% of the purchase price.

All bids are under the \$100,000 budget established for this initiative as part of the approved 2010 capital budget.

The OA Solutions project plan estimated a total of 472.5 hours, at a rate of \$160/hour, for a total of \$75,600 in professional services.

Next Steps

Since the project value exceeds \$50,000 and the selected vendor does not have the lowest bid, staff does not have delegated authority to proceed and requires City Council approval before awarding a contract.

Once approved and the contract awarded, the project will follow a development plan which includes information/content analysis, site design, site development, and implementation. City staff has been actively involved in setting development directions and will continue to be throughout the project. Given a late 2009 October start, the project is expected to be completed by 2010 February.

EXISTING POLICY/BY LAW:

BY-LAW NO. 2000-134 – Purchasing Policies and Procedures

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NOTICE PROVISIONS:

Not Applicable

ACCESSIBILITY CONSIDERATIONS:

Not Applicable

FINANCIAL CONSIDERATIONS:

Funding for this project will be provided by two approved capital projects. City council approved \$50,000 for KingNet redevelopment and an additional \$50,000 in strategic applications as part of the 2010 capital budget submission. The total fees for this project will be within the allotted budget.

CONTACTS:

Paul MacLatchy, Director, Strategy, Environment & Communications	613-546-4291, ext. 1226
Ron McKelvie, Chief Information Officer, Information Systems	613-546-4291, ext. 1333
Stephen Skinner, Manager Systems Development/Administration, Information Systems & Technology	613-546-4291, ext. 1315

OTHER CITY OF KINGSTON STAFF CONSULTED:

Laura Seiffert, Communications Officer
Scott Tulk, Systems/Database Administrator, Information Systems

EXHIBITS ATTACHED:

None



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 09-316

TO: Mayor and Council

FROM: Cynthia Beach
Commissioner, Sustainability & Growth Group

RESOURCE STAFF: Paul MacLatchy
Director Strategy, Environment & Communications

DATE OF MEETING: 2009-10-20

SUBJECT: Support for the Queen's University Solar Design Team

EXECUTIVE SUMMARY:

The Queen's University Solar Design Team is best known for their participation in solar vehicle competitions. Recently the design team has opted to focus on the application of solar energy production to residential housing. To this end, the team has set its sights on being selected as a competitor in the 2011 Solar Decathlon to be held in Washington D.C.

The Solar Decathlon is an international competition between 20 teams of college and university students to design, build and operate the most attractive, effective and energy efficient solar powered house.

As part of the Queen's team's application to be selected, a demonstration of support from their home municipality is important. The efforts of the Queen's Solar Design Team will be a significant contributor to Kingston's desire to stimulate the construction and ownership of more sustainable residential housing and to our growing reputation for innovative solutions to becoming Canada's most sustainable city.

RECOMMENDATION:

WHEREAS the Queen's University Solar Design Team is endeavouring to advance the state of knowledge and practice of sustainable residential housing design and construction in Kingston, and

WHEREAS their successes in this field will be of benefit to the City of Kingston's aspirations for greenhouse gas emissions reduction, increase in sustainable residential housing stock and development of alternative energy solutions,

BE IT RESOLVED THAT the City of Kingston supports the Queen's University Solar Design Team in their application to become participants in the 2011 Solar Decathlon Competition.

AUTHORIZING SIGNATURES:

<p style="text-align: center; font-size: 1.2em; margin: 0;">ORIGINAL SIGNED BY COMMISSIONER</p> <p style="margin: 0;">Cynthia Beach, Commissioner, Sustainability & Growth Group</p>
<p style="text-align: center; font-size: 1.2em; margin: 0;">ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</p> <p style="margin: 0;">Gerard Hunt, Chief Administrative Officer</p>

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>	N/R
Jim Keech, President, <i>Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

The Queen's University Solar Design Team is best known for their participation in solar vehicle competitions. Recently the design team has opted to focus on the application of solar energy production to residential housing. To this end, the team has set its sights on being selected as a competitor in the 2011 Solar Decathlon to be held in Washington D.C.

The Solar Decathlon is an international competition between 20 selected teams of college and university students to design, build and operate the most attractive, effective, and energy efficient solar powered house. The Solar Decathlon is organized annually by the US Department of Energy.

The team being assembled to compete is a multidisciplinary one consisting of expertise from Queen's, Carleton University and private sector engineering and architectural firms.

As part of the Queen's team's application to be selected, a demonstration of support from their home municipality is important. The efforts of the Queen's Solar Design Team will be a significant contributor to Kingston's desire to stimulate the construction and ownership of more sustainable residential housing and to our growing reputation for innovative solutions to becoming Canada's most sustainable city.

An overview of the Queen's University Solar Design Team and their proposal to compete at the 2011 Solar Decathlon has been appended to this report as Exhibit "A".

EXISTING POLICY/BY LAW:

N/A

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

None

CONTACTS:

Paul MacLatchy, Director of Strategy, Environment & Communications

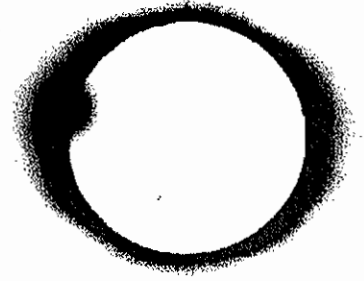
613-546-4291 ext. 1226

OTHER CITY OF KINGSTON STAFF CONSULTED:

None

EXHIBITS ATTACHED:

Exhibit "A" – Queen's Solar Design Team Overview



www.qsdt.ca

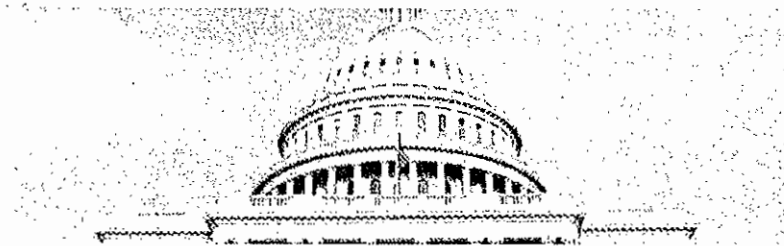
QUEEN'S SOLAR DESIGN TEAM

115i Beamish-Munro Hall
45 Union Street
Queen's University
Kingston, Ontario
K7L 3N6
(613) 533-6682

"If you ask the wrong question, of course, you get the wrong answer. We find in design it's much more important and difficult to ask the right question. Once you do that, the right answer becomes obvious."

- Amory Lovins





Faculty Support



The Faculty of Applied Science believes that Queen's must use its unique "broader learning environment" to facilitate acquisition of the life and leadership skills necessary for a sustainable, global society.

Stephen Harrison, Ph.D., P.Eng.
Director of the Solar Calorimetry Laboratory under the Mechanical and Material Engineering Department at Queen's University, Kingston, Ontario

Joshua Pearce, Ph.D.
Solar Photovoltaic and Applied Sustainability Group under the Department of Mechanical and Material Engineering at Queen's University, Kingston, Ontario

John Meligrana, B.A., M.Pl. Ph.D
School of Urban and Regional Planning at Queen's University, Kingston, Ontario

The Event

www.solardecathlon.org

For three weeks in October 2009, the U.S. Department of Energy will host the Solar Decathlon—a competition in which 20 teams of college and university students compete to design, build, and operate the most attractive, effective, and energy-efficient solar-powered house. The Solar Decathlon is also an event to which the public is invited to observe the powerful combination of solar energy, energy efficiency, and the best in home design.

Solar Decathlon provides exposure to:

- 647 Million Media Hits...
- Articles in 12 of the top 20 American newspapers
- Programming on 25 international networks including:

CNN, CBS, CNBC, PBS, ABC, The Weather Channel, HGTV, Fox National, Discovery, Czech TV, Darmstadt, ZDF German, Aljazeera, Xinhua...

- 200,000 visitors...

Committed to Education

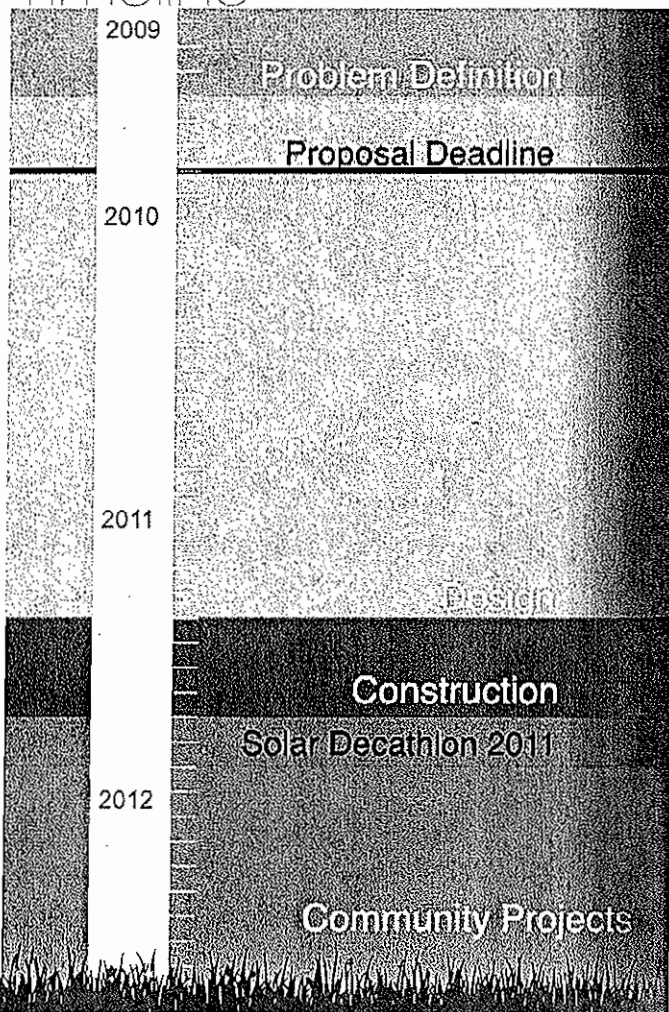
Each year, we give 50 to 100 students from different academic disciplines the chance to develop their knowledge and talents by collaborating on a dynamic design challenge requiring integrated solutions. Outside the university, your support would also give hundreds of elementary and high school students the opportunity for hands-on learning during the construction process. In addition you would help to mobilize volunteers to permanently install our home in the community where it will be open to the public as a benchmark in sustainable design.

"We didn't leave the stone age because we ran out of rocks"

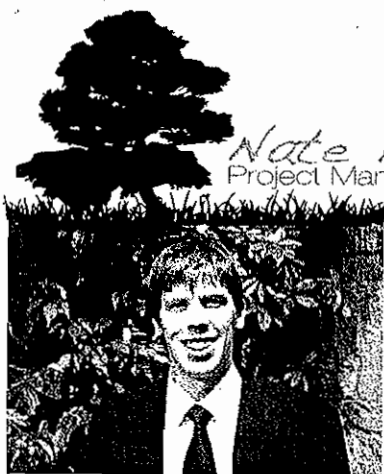
-William McDonough



Timeline



Meet The Team



Nate Preston
Project Manager

Nate Preston is preparing for his final year of engineering physics. He led the team across North America last year and looks forward to the new challenges that lie ahead. Nate is excited to lead a team of engineers, architects, and business students to develop zero-energy homes that meet the needs of the community.



John Merkley
Business Manager

John graduated from the Queen's School of Business with first-class honours in 2009 and is currently pursuing a Masters of Global Management and a Masters of Science. He has experience as the Chair of CEEC, a consultant for the Queen's Energy and Commodities Association, and a founding member of Queen's Backing Action on Climate Change.



Lisa Crofoot
Director of Technical Systems

Lisa is a senior mechanical engineering student passionate about global sustainability. She has acquired extensive leadership experience and an understanding of applied science through her time spent at Morrison Hershfield. Lisa hopes to establish Queen's University as a leader in sustainable design.



Justin Cullen
Director of Structural Engineering

Justin graduated from the Queen's School of Music in 1995 and is currently pursuing a degree in civil engineering. He was a member of the Solar Vehicle team in 07-08 and a Director for both the Queen's Living Energy Lab as well as CEEC. He is devoted to researching and developing sustainable technologies for commercial use.



Ben Moyer
Logistics Coordinator

Ben is currently pursuing a degree in mechanical engineering. His love for nature and his strong interest in sustainable development have led to his involvement with the Queen's Solar Design Team. He strongly endorses "cradle-to-cradle" design methodology and is seeking a career in sustainable living.



Sean Seemann
Director of Mechanical Systems

A fourth year mechanical engineer, Sean looks for creative and alternative solutions to solve traditional energy problems. Sean hopes to develop practical applications from his course work to bring what he has learned in the classroom into fruition in the real world.





Marketing

At the Queen's Solar Design Team, we are committed to creating the level of value you deserve for your sponsorship. That is why we have teamed up with the marketing department at the Queen's School of Business. If your company or organization is looking for an innovative communication strategy, our business students would be happy to develop a campaign recognizing your support for our project. Feel free to contact us today to schedule a consultation.

	Friend < \$2,500	Bronze \$2,500	Silver \$5,000	Gold \$10,000	Platinum \$25,000	Diamond \$50,000	Founder \$100,000
Tour of Construction Site							
Logo on Website							
Invitation to Unveiling							
Logo on T-Shirt							
Brochure at Trade Shows							
Invitation to D.C.							
Banner for Construction Site							
Banner in D.C.							
Front Page Website							
Name in all P.R.							
Media Interviews							
Construction Site Named							
Exclusivity as Lead							

Sponsorship

The Queen's Solar Design Team has three goals when it comes to fundraising. The first is to create value for our sponsors by helping them recruit the best employees and acquire the best clients. The second is to improve our reputation and to seek sponsorship from companies that share our values for quality design and environmental stewardship. The third is to partner with organizations that are able to provide effective feedback to assist with continuous improvement.



Queen's
UNIVERSITY



SWITCH
a part of the American Energy Grid

BUSBY
PERKINS
+ WILL



HUGHES DOWNEY
Architects



Queen's
SCHOOL OF BUSINESS

ACADEMIC EXCELLENCE. EXCEPTIONAL EXPERIENCE.



John Merkley
Business Manager
J.R.Merkley@gmail.com
(613) 285-5537
www.qsdt.ca



**CITY OF KINGSTON
REPORT TO COUNCIL**

Report No.: 09-332

TO: Mayor and Council

FROM: Denis Leger, Commissioner, Corporate Services

RESOURCE STAFF: John Sawarna, Capital Works Engineer, Real Estate & Construction Services

DATE OF MEETING: November 3, 2009

SUBJECT: Declare Lands Surplus at 1573 John Counter Boulevard

EXECUTIVE SUMMARY:

The acquisition of the entire Hendrix land located at 1573 John Counter Boulevard is complete and was approved by Council in open session on February 3, 2009. The area of the Hendrix site is 1.06 acres. The City only needs 0.06 acres of the Hendrix site for road widening purposes, hence the remaining 1.0 acres of the lands is not required.

This report seeks Council's approval to declare surplus the remaining 1.0 acre, shown as Part 1, Plan 13R-19691 in Exhibit "A". All Agreements and Declarations shall be to the satisfaction of the Director of Legal Services and in accordance with City of Kingston By-Laws.

RECOMMENDATION:

THAT Council give three readings to the by-law attached as Exhibit "B" of Report #09-332 to declare surplus to municipal needs and sell Part 1 of Plan 13R-19691 otherwise known as 1573 John Counter Boulevard;

-and further-

THAT Council authorize the Mayor and Clerk to execute such agreements and documents as are necessary to sell Part 1 on Plan 13R-19691, otherwise known as 1573 John Counter Boulevard.

November 3, 2009

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AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER

Denis Leger, Commissioner, Corporate Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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

(N/R indicates consultation not required)

November 3, 2009

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OPTIONS/DISCUSSION:

The acquisition of entire Hendrix lands at 1573 John Counter Boulevard, as shown in Figure 1 of Exhibit "A", is complete and was approved by Council in open session on February 3, 2009.

The entire Hendrix land was purchased to close a deal with the owner of the Hendrix land and to facilitate other land acquisitions necessary for the widening of John Counter Boulevard. The City only needs 0.06 acres of the Hendrix site for road widening purposes. The remaining 1.0 acre, identified as Part 1 of reference plan 13R-19691 and shown in Exhibit "A", is not required by the City.

Before land can be sold by the City, Council must first declare it surplus to municipal need.

EXISTING POLICY/BY LAW:

The process to acquire and dispose is outlined in the *City of Kingston Policy for the Sale and Acquisition of Property, Notice By-Law No. 2003-15, as amended, and Council Procedural By-Law No. 98-1, as amended*. In order to sell a property, Council must first declare it surplus to municipal need and provide public notice of the City's intent to sell.

NOTICE PROVISIONS:

There are no notice provisions with this report.

ACCESSIBILITY CONSIDERATIONS:

There are no accessibility considerations with this report.

FINANCIAL CONSIDERATIONS:

Funds for the John Counter Boulevard reconstruction project and expenditures for property acquisition, have been provided in the 2006 capital budget.

CONTACTS:

Speros Kanellos, Director, Real Estate & Construction Services, (613) 546-4291, Ext. 3133

John Sawarna, Capital Works Engineer, Real Estate & Construction Services, (613) 546-4291, Ext. 3169

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Council, Legal Services

EXHIBITS ATTACHED:

Exhibit A – Plan of Survey – Plan 13R-19691

Exhibit B – Draft By-Law to Declare Surplus



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 09-123

TO: Mayor and Council

FROM: Denis Leger, Commissioner, Corporate Services

RESOURCE STAFF: Speros Kanellos, Director, Real Estate & Construction Services

DATE OF MEETING: 2009-11-03

SUBJECT: Proposed Sale of Land to MTO for Highway 401 Improvements at Division Street/Perth Road Interchange

EXECUTIVE SUMMARY:

This report recommends the sale of 0.39 acres and the temporary lease of 3.07 acres to the Ontario Ministry of Transportation (MTO) at fair market value. The MTO requires the lands for road reconstruction purposes along Perth Road in connection with the improvements and widening of Highway 401 across Kingston. In addition, the Ministry requires approval from the City to reconstruct Perth Road at the MTO's cost. The City will therefore need to enter into an agreement with MTO authorizing the Ministry to undertake construction activities on Perth Road that will improve the vertical alignment and enable improved ramp access to Highway 401.

RECOMMENDATION:

THAT Council give two readings to the by-law attached as Exhibit B to declare surplus to municipal need Parts 2, 3 and 4 on Plan 13R-18278;

-and further-

THAT Council authorize and direct the City Clerk, in accordance with the City of Kingston Procedural By-law 98-1, as amended, to give notice of Council's intention to declare surplus and sell the parcels of land identified as Parts 2, 3 and 4 on Plan 13R-18278;

-and further-

THAT Council give third reading and approve the by-law attached as Exhibit B to declare surplus to municipal need Parts 2, 3 and 4 on Plan 13R-18278 upon providing the prescribed public notice of Council's intent;

-and further-

THAT Council, upon providing the prescribed public notice of Council's intent, authorize the sale of Parts 2, 3 and 4 on Plan 13R-18278 to the Minister of Transportation for the Province of Ontario, and authorize the Mayor and Clerk to execute such agreements and documents as are necessarily related to complete the land sale, in a form satisfactory to the Director of Legal Services;

-and further-

REPORT TO COUNCIL

Report No.: 09-123

November 3, 2009

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THAT Council permit the MTO and Utilities Kingston to undertake improvements to Perth Road from the Highway 401 Overpass to McAdoo's Lane, and to temporarily use a portion of the Knox Farm lands identified in Exhibit A attached to this report for road reconstruction purposes, including the permanent relocation of the City's existing high pressure natural gas main and authorize the Mayor and Clerk to execute such agreements and documents as are necessary to acknowledge the permission and temporary use in a form satisfactory to the Director of Engineering and the Director of Legal Services.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER	
Denis Leger, Commissioner, Corporate Services	
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER	
Gerard Hunt, Chief Administrative Officer	

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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 indicates consultation not required)

November 3, 2009

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OPTIONS/DISCUSSION:

The Ministry of Transportation (MTO) requires a 0.39 acre parcel of city-owned land along the western boundary of Perth Road, just north of Highway 401 (Exhibit A). The land is required for road reconstruction and highway access ramp purposes along Perth Road in connection with MTO's improvements and widening of Highway 401 across Kingston.

The land requirement is part of the 180 acre city property known as the Knox Farm site. This report recommends the sale of 0.39 acres to the MTO at fair market value. The Ministry provided an appraisal report prepared by a certified appraiser. The estimate of market value is \$3,900 (\$10,000/acre) and this is the value the City has been offered for its land. Staff has reviewed the appraisal and is in agreement with the estimate of value of the lands and recommends acceptance of the MTO offer.

Utilities Kingston and the Engineering Department have been consulted with respect to this land transaction. The MTO will be altering the vertical alignment of Perth Road. This work will require a relocation of the City's high pressure natural gas main located within the Perth Road right of way and within sections of the City property to be sold to the MTO. The MTO will be responsible for all costs to relocate the gas main, in accordance with Utilities Kingston specifications and oversight. The proposed new location for the gas main is along the eastern edge of the Knox Farm property, adjacent to Perth Road. This will require a strip easement along the eastern property line, varying in width from 12m to 18m. Upon completion of the gas main relocation, the MTO will prepare a survey of the relocated gas main and associated lands. Should the City ever sell the property, an easement can be registered in favour of the City for the gas main. The gas main would prevent the construction of buildings within the easement, but it is noted that minimum yard setbacks for this type of property in this location would be a minimum of 15m. The land within the gas easement could still be developed for parking, landscaped space and other similar uses.

The MTO has offered to pay the City for its temporary limited use of City property to facilitate the gas main relocation. The MTO has offered the City \$6,140 for the temporary use of 3.07 acres for a period of two (2) years, with the opportunity of an extension of two years and an additional payment of \$6,140. The land is appraised at \$10,000/acre, and the temporary use payment of \$6,140 represents 20% of the appraised value of the land. City staff has reviewed the appraisal and are in agreement with the offer from MTO.

With respect to the relocation of the gas main, it is important that work commence as soon as possible to assist in the timelines for the MTO Perth Road construction works. Therefore, it is recommended that Council permits MTO and its agents access to the Knox Farm site to commence the work immediately.

Also required is approval from the City for the MTO to undertake the construction activities within the municipally-owned Perth Road right of way. The MTO has provided a draft agreement which has been reviewed by Legal Services as well as Engineering staff to ensure that the City's interests are protected. The main tenets of the agreement stipulate that the MTO is responsible for constructing and financing the works necessary to alter the vertical alignment of Perth Road which is necessary for the construction of new ramps at the Highway 401 and Division interchange in the east and west quadrants north of Highway 401. Council approval is required to authorize the signing of the agreement by the Mayor and the City Clerk.

In addition to the above, the MTO has committed to working with the City throughout its design and construction of the improvements. There is the possibility to have excess rock fill from the MTO project to be placed on the City's Knox Farm Site if and or where needed. The City will ensure that the MTO maintains suitable access to the Knox Farm site, particularly the Public Works' snow storage facility.

November 3, 2009

- Page 4 -

EXISTING POLICY/BY LAW:

The process to sell City-owned property is outlined in the *City of Kingston Policy for the Sale and Acquisition of Property and Ontario's Municipal Act*. In order to sell a property, Council must first declare it surplus to municipal need and provide public notice of the City's intent to sell.

An agreement to allow the MTO to undertake work on City lands and within the right-of-way needs to be executed by the Mayor and Clerk. There is no existing by-law that gives delegated authority to staff or the mayor and clerk to proceed with the agreement and related work.

NOTICE PROVISIONS:

Public notice of Council's intent to sell and intent to declare the property surplus will be provided.

ACCESSIBILITY CONSIDERATIONS:

This report and related information is available in alternative formats upon request.

FINANCIAL CONSIDERATIONS:

The City will realize \$10,040 in revenue from the sale and temporary lease of the lands. The MTO, at its cost, has provided the legal survey, the appraisal, and will be responsible for any costs due at closing. The MTO will be responsible for all road reconstruction and gas main relocation costs.

CONTACTS:

Speros Kanellos, Director, Real Estate & Construction Services	613 546-4291, ext 3133
Peter Huigenbos, Project Engineer, Real Estate & Construction Services	613 546-4291, ext 3148

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Counsel	613 546-4291, ext 1237
Mark Van Buren, Director, Engineering Department	613 546-4291, ext 3218
Chris Phippen, Engineer, Utilities Kingston	613 546-1181, ext 2335
Damon Wells, Public Works Director	613-546-4291 ext. 2313

EXHIBITS ATTACHED:

Exhibit A:	Sketch – MTO Property Requirements
Exhibit B:	Declare Surplus By-Law



Legend

 Parcel Fabric



COUNCIL MEETING 21 NOV 03 '09

Perth Rd

City Owned Knox Farm Site

Temporary use of City land by MTO

City land to be sold to MTO
Parts 2, 3 & 4, 13R-18278

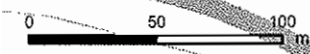


Exhibit "B"

BY-LAW NO. 2009-

A BY-LAW TO DECLARE SURPLUS TO MUNICIPAL NEED AND SELL PARTS 2, 3 AND 4 ON PLAN 13R-18278, KNOWN AS PART OF THE KNOX FARM SITE ALONG PERTH ROAD.

PASSED:

WHEREAS Section 27.(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, permits municipalities to pass by-laws for the declaring surplus of properties under the jurisdiction of the Council;

AND WHEREAS the Corporation of the City of Kingston has passed By-Law No. 98-1, "Council Procedural By-Law", as amended;

AND WHEREAS public notice was given in accordance with By-Law No. 98-1, "Council Procedural By-Law", as amended, by publishing notice of the proposed sale of the property ;

NOW THEREFORE the Council of the Corporation of the City of Kingston hereby enacts as follows:

1. That Parts 2, 3 and 4 on Plan 13R-18278 are deemed to be surplus to the needs of the Municipality in accordance with the conditions of By-Law No. 98-1, "Council Procedural By-Law", as amended.
2. This By-Law shall come into force and take effect on the date of its passing.

GIVEN FIRST AND SECOND READINGS

GIVEN THIRD READING AND FINALLY PASSED

CITY CLERK

MAYOR



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 09-301

TO: Mayor and Council

FROM: Lance Thurston, Commissioner of Community Development Services

RESOURCE STAFF: Linda Peever, Director, Long-term Care/Administrator Rideaucrest Home
Joseph Davis, Manager, Finance & Administrative Services

DATE OF MEETING: November 3, 2009

SUBJECT: Tables for Dining Rooms – Rideaucrest Home

EXECUTIVE SUMMARY

The 2009/2010 Capital Budget for the City of Kingston included \$ 80,000 for the upgrade of furniture in all four resident dining rooms. A Request for Proposals (RFP) was issued in July 2009 for this furniture upgrade. Staff recommend that Advanced Business Interiors, be awarded the contract to supply the required tables at a cost of \$60,695.44. Advanced Business Interiors is not the lowest bidder, but did receive the highest ranking of all respondents to the RFP. Council approval is required since the lowest bidder is not being recommended.

RECOMMENDATION:

THAT Council approves the purchase of dining room tables from Advanced Business Interiors at a cost of \$60,695.44 and authorizes the Mayor and Clerk to execute a contract on behalf of the city in a form satisfactory to the Director of Legal Services.

REPORT TO COUNCIL

Tables for Dining Rooms – Rideaucrest Home

Report No.: 09-301

November 3, 2009

- Page 2 -

AUTHORIZING SIGNATURES:

<p style="text-align: center; margin: 0;">ORIGINAL SIGNED BY COMMISSIONER</p> <p style="margin: 0;">Commissioner, Lance Thurston, Community Development Services</p>
<p style="text-align: center; margin: 0;">ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</p> <p style="margin: 0;">Gerard Hunt, Chief Administrative Officer</p>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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

(N/R indicates consultation not required)

REPORT TO COUNCIL.

Tables for Dining Rooms – Rideaucrest Home

Report No.: 09-301

November 3, 2009

- Page 3 -

OPTIONS/DISCUSSION:

Council approved a 2009/2010 Capital Budget allocation of \$80,000 for the upgrade of the Rideaucrest Home Resident Area Terrace Dining Rooms. There is a need to replace the dining room furniture in Rideaucrest Home due to its age and the changing needs of our residents. This is the first phase of a multi-year plan to replace or refurbish the furniture within the Home, which is now 16 years old.

The upgrade of the resident dining room furniture has been undertaken to improve seating and accessibility in the dining room for all residents and for the staff that assists the residents at meal time. The current dining room tables are not all height adjustable and do not accommodate all sizes of wheelchairs that are currently being utilized by residents. The upgrade to the furniture will not disrupt any dining room meal service and/or any programming that occurs within the dining rooms.

The request for proposal F31-CDS-LTC-2009-2 was issued on July 22, 2009; nineteen companies received the RFP along with the specifications for the furniture. The tender closed on Wednesday August 12, 2009 and six bids were received. The successful bidder is a preferred vendor with the City of Kingston; it did not come in with the lowest price, but did receive the highest ranking among all the respondents. The tables chosen through Advanced Business Interiors meet all specifications required for the dining room furniture and have the ability to adjust to eight inches higher, while all the other vendors' supplied tables only adjust to six inches. The table model selected provides the best range of adjustment to meet the accessibility needs of the residents.

Dining room chairs were included as part of the RPF; however a different vendor, which came in at the lowest price and exceeded the specifications while receiving the highest ranking of all the respondents, was selected to provide the chairs. A purchase order has been issued for the chairs since that falls within the current authority of staff. The cost of the chairs totals \$43,000; \$20,000 of which will be paid for through a donation from the Volunteers/Auxiliary.

Results of RFP for Dining room Furniture:

Company	Ranking for Chairs	Ranking for Tables
Reid & Siemonsen	67	45
Upper Canada	85	45
Rockwood design	75	84
Stevens Sales & Marketing	25	70
Brant Office Supply	93	88
Advanced Business Interiors	76	90

EXISTING POLICY/BY LAW:

By-Law No. 2000-134 has been followed to solicit responses from bidders. Section 3.4 of By-Law No. 2000-134 states a report must be prepared for Council's approval if any of the four conditions are not met:

- I. When there is a sufficient approved budget
- II. When all procedures for the establishment of prices in Section 4 of this by-law have been followed;
- III. When the lowest bid or proposal is accepted; and
- IV. When at least three valid responses from Vendors have been received.

REPORT TO COUNCIL.

Report No.: 09-301

Tables for Dining Rooms – Rideaucrest Home

November 3, 2009

- Page 4 -

This report is before Council because item III has not been met.

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

The tables and chairs that are being proposed are required to meet the needs of all persons including those with physical challenges. The vendor selected provides the most flexibility in table height adjustment to meet the needs of our residents.

FINANCIAL CONSIDERATIONS:

Sufficient funds are available within the current approved capital budget to cover the cost of the new tables.

CONTACTS:

Linda Peever, Administrator, Rideaucrest Home

ext. 4233

Joseph E. Davis, Manager, Finance and Administration, Rideaucrest

ext. 4282

OTHER CITY OF KINGSTON STAFF CONSULTED:

Janis Morrison - Purchasing Coordinator

Lana Foulds – Financial Planning Coordinator

Jonathan Nicholls – Financial Analyst

EXHIBITS ATTACHED:

N/A



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 09-303

TO: Mayor and Council

FROM: Denis Leger, Commissioner of Corporate Services

RESOURCE STAFF: Sheila Kidd, Director of Corporate Asset Operations
Robert (Bud) Steele, Manager of Fleet

DATE OF MEETING: November 3, 2009

SUBJECT: **PARTNERSHIP WITH MINISTRY OF TRANSPORTATION/METROLINX FOR THE JOINT PROCUREMENT OF TRANSIT BUSES**

EXECUTIVE SUMMARY:

For the past five years, Kingston Transit has been involved in a purchase agreement with New Flyer Industries Ltd. for the purchase of replacement units. This agreement will expire at the end of 2009.

The Ministry of Transportation (MTO), working with municipal transit managers in Ontario, developed a joint procurement process for the annual purchase of transit buses. This process, referred to as the Transit Procurement Initiative (TPI), has been in place since 2008 and is now being facilitated by Metrolinx (Greater Toronto Transportation Authority). Each TPI has a term of one year with an option to renew for one additional year. If the option to renew is not exercised, a new RFP will be issued in 2010. Staff is seeking Council approval to participate in the TPI for the four (4) forty-foot replacement bus acquisitions that were approved in the 2010 budget. In the event the transit system redesign indicates a need for additional buses, these units could be added to the process provided they were included prior to the RFP release. City of Kingston staff will represent Kingston Transit in the procurement process by participating as a member on a steering committee for each relevant RFP.

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to enter into a governance agreement with Metrolinx for the joint procurement of four (4) transit replacement buses as approved in the 2010 capital budget, subject to the review and satisfaction of the City's legal department.

- and further -

THAT Council approve the appointment of Sheila Kidd, Director of Corporate Assets Operations, as the RFP steering committee member for the City of Kingston, and Robert Steele, Fleet Manager, as the alternate.

November 3, 2009

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AUTHORIZING SIGNATURES:

<p>ORIGINAL SIGNED BY COMMISSIONER Denis Leger, Commissioner of Corporate Services</p>
<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer</p>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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

(N/R indicates consultation not required)

November 3, 2009

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OPTIONS/DISCUSSION:

For the past five years, Kingston Transit has been involved in a purchase agreement with New Flyer Industries Ltd. for the purchase of replacement units. This agreement will expire at the end to 2009.

The Ministry of Transportation (MTO), working with municipal transit managers in Ontario, developed a joint procurement process for the annual purchase of transit buses. This process, referred to as the Transit Procurement Initiative (TPI), has been in place since 2008 and is now being facilitated by Metrolinx (Greater Toronto Transportation Authority). Each TPI has a term of one year with an option to renew for one additional year. Staff is seeking Council approval to participate in the TPI for the four (4) forty-foot replacement bus acquisitions that were approved in the 2010 budget. In the event the transit system redesign indicates a need for additional buses, these units could be added to the process provided they were included prior to the RFP release. If the option to renew is not exercised, TPI will issue a new RFP in 2010.

To date, the following 12 Ontario Municipalities are involved in the joint procurement process:

Corporation of the City of Barrie	Corporation of the City of Burlington
Corporation of the Town of Cobourg	Regional Municipality of Durham
Corporation of the City of Elliot Lake	City of Hamilton
London Transit Commission	Corporation of the City of North Bay
Corporation of the City of Sarnia	St. Catharines Transit Commission
Regional Municipality of York	Greater Toronto Transportation Authority

The TPI program participation is governed by an agreement between Metrolinx and the participating municipalities (the "Governance Agreement"). The Governance Agreement sets out the roles and responsibilities of each of the parties in respect of the procurement process and subsequent acquisition of products/services. In addition to the administrative cost-savings achieved through the centralization of the procurement function, under the current and proposed bus procurements, the TPI also funds an inspector and project engineer who collectively ensure the manufacturers' compliance with the terms of the Master Agreement. The project engineer acts as the central point of contact for communications between the manufacturer and the municipal purchasers. There is no cost to participate in the TPI program.

The objective of the TPI is to:

- a. Reduce the unit cost of buses by consolidating municipal transit bus orders to achieve the volumes required to attain the economies of scale.
- b. Avoid cost by standardizing the Request for Proposal (RFP) documents including terms and conditions.
- c. Avoid costs and reduce time associated with the bus procurement process allowing transit systems to focus on core competency.
- d. Improve buying power and delivery schedules for transit systems.
- e. Reduce uncertainty for manufacturers through longer production runs, predictability and performance-based specifications.

The chief benefit of joint procurement is in lowering the unit cost of buses. Small and medium-sized transit systems have more to gain from a joint process. This initiative will save money for Ontario taxpayers due to greater volumes of vehicles purchased from a common procurement compared to individual transit system procurements. In the initial procurement, 110 buses were purchased by 12 municipalities with an estimated \$15,000 cost savings per unit.

For each RFP intended by Metrolinx, there shall be a steering committee comprising one representative from the Ministry, Metrolinx and each municipal purchaser under the relevant RFP. For each steering committee, the Ministry, Metrolinx and each purchaser may also appoint one alternate member who can act on the member's behalf in their absence. The Director of Corporate Assets Operations and the Manager of Fleet are recommended for those positions. These positions must be confirmed by a by-law or resolution.

On the recommendation of the steering committee, the Ministry will sign a master agreement with the successful proponent. The master agreement will specify the terms and conditions of the procurement for each completed RFP that will establish the supplier for each master agreement. The master agreement will specify the terms and conditions of the procurement and costing for the base bus as well as pricing for additional options that can be selected by purchasers. Each purchaser will enter into a municipal bus purchase agreement directly with the supplier that will provide details of delivery times for their respective transit buses, selected options specific to each purchaser, pricing and other appropriate terms and conditions consistent with the terms of the relevant master agreement.

EXISTING POLICY/BY LAW:

N/A

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

Low floor and fully accessible

FINANCIAL CONSIDERATIONS:

This purchase is funded from the 2010 capital budget as approved by Council.

CONTACTS:

Sheila Kidd, Director of Corporate Asset Operations
Robert (Bud) Steele Manager of Fleet

613-546-4291, Ext. 2221
613-546-4291, Ext. 2216

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Counsel

613-546-4291, Ext. 1237

EXHIBITS ATTACHED:

N/A



**CITY OF KINGSTON
REPORT TO COUNCIL**

Report No.: 09-320

TO: Mayor and Council
FROM: Stephen Dickey, Deputy Treasurer
RESOURCE STAFF: Patricia Carrol, Manager of Taxation and Revenue
DATE OF MEETING: 2009-11-03
SUBJECT: Extension Agreement - Sale of Land for Tax Arrears

EXECUTIVE SUMMARY:

The *Municipal Act, 2001* provides for the sale of lands to recover tax arrears and allows a one-year period from the time that a Tax Arrears Certificate is registered on the title of property to the time the city must proceed to sell the property. This period of time allows the owner an opportunity to pay the cancellation price, which is the amount equal to all the tax arrears owing, including current taxes owing, interest, penalties and all related costs. The Act also provides, under subsection 378(1) that the municipality may, by by-law, authorize an agreement with the owner of the land, the spouse of the owner, a mortgagee or a tenant in occupation of the land in order to extend the time in which the cancellation price is to be paid. The property owner of the land at 710 Kingston Mills Road has requested that additional time be permitted in order for him to reorder his affairs to pay the cancellation price.

RECOMMENDATION:

That Council approves the entering into a Tax Sale Extension Agreement, in a form approved by the Director of Legal Services, with the property owner of 710 Kingston Mills Road, to extend the period of time in which the cancellation price is to be paid and that a by-law be presented to enact such agreement.

AUTHORIZING SIGNATURES:

<p>ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES _____ Stephen Dickey, Deputy Treasurer</p>	<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER _____ Gerard Hunt, Chief Administrative Officer</p>
--	---

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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

(N/R indicates consultation not required)

November 3, 2009

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OPTIONS/DISCUSSION:

The owner of 710 Kingston Mills Road has requested that the one-year expiry period be extended to allow time to pay all tax arrears (cancellation price). A tax arrears certificate was registered on the lands on July 17, 2009 which, without an agreement, would require the owner to pay all tax arrears by July 16, 2010. The owner requested an extension beyond the one-year period to pay the cancellation price to provide him time to reorder his affairs. The agreement provides that the period of time within which the cancellation price is to be paid be extended to October 31, 2011 and that the owner make monthly payments in the amount of \$50.00.

In the event that the terms of the extension agreement are not followed, the agreement would be deemed null and void and the property would continue to be subject to the provisions under the *Municipal Act, 2001*, which requires payment of the cancellation price. If the cancellation price is unpaid within the one-year expiry period, the property will be advertised for sale by public tender. In this case, the one-year expiry period will have been extended by the time that the extension was in effect.

The city's objective is to collect taxes as efficiently as possible and forcing the sale of a taxpayer's property is to be used only as a last resort.

EXISTING POLICY/BY LAW:

Municipal Act, 2001, as amended: Part XI -- Sale of Land for Tax Arrears

NOTICE PROVISIONS:

Not applicable.

ACCESSIBILITY CONSIDERATIONS:

Not applicable.

FINANCIAL CONSIDERATIONS:

Property taxes owing are a special lien on the property, and have priority over all interests, except the Crown. There is no detrimental cost or loss to the city for entering into an extension agreement with the property owner. All costs incurred, once a property has been registered for tax sale, are recovered as part of the cancellation price.

CONTACTS:

Alan McLeod, Senior Legal Counsel , Legal Services

Ext. 1237

OTHER CITY OF KINGSTON STAFF CONSULTED:

Not applicable.

EXHIBITS ATTACHED:

Appendix A: Draft by-law "A By-Law to Authorize Execution of a Tax Sale Extension Agreement with the Owner of 710 Kingston Mills Road.

BY-LAW NO. 2009-XXX

A BY-LAW TO AUTHORIZE EXECUTION OF A TAX SALE EXTENSION AGREEMENT WITH THE OWNER OF 710 KINGSTON MILLS ROAD

PASSED:

WHEREAS Section 8(1) of the Municipal Tax Act, 2001, as amended, authorizes Council to pass a by-law, after the registration of a tax arrears certificate and before the expiry of the one year period for payment of the cancellation price, to enter into an agreement with the owner of the land extending the period of time with the cancellation price is to be paid;

AND WHEREAS a Tax Arrears Certificate was registered by the Corporation of the City of Kingston on July 17, 2009, as Instrument No. FR777145 against certain lands owned by 883535 Ontario Ltd. (the "Owner");

AND WHEREAS the Owner has requested that the municipality enter into an agreement substantially in the form of agreement attached as Schedule "A" to the by-law to extend the time within which the cancellation price is to be paid.

NOW THEREFORE the Council of the Corporation of the City of Kingston hereby enacts as follows:

1. The municipality shall enter into an agreement with the Owner to extend the period of time within which the cancellation price is to be paid substantially in the form of the draft agreement attached as Schedule "A" to the by-law.
2. The Mayor and City Clerk are hereby authorized to execute under the corporate seal of the municipality the extension agreement, and to sign all other documentation and to do all other things necessary and incidental to give it full force and effect.
2. This By-Law shall come into force and take effect on the date of its passing.

GIVEN ALL THREE READINGS AND PASSED

CITY CLERK

MAYOR

THIS AGREEMENT made this _____ day of _____, 2009

BETWEEN:

883535 Ontario Ltd.
(the "Owner")

OF THE FIRST PART

-and-

**THE CORPORATION OF THE CITY OF
KINGSTON**
(the "Municipality")

OF THE SECOND PART

WHEREAS the Owner is the registered owner of those lands more particularly described in Schedule "A" to this agreement (the "Owner's lands");

AND WHEREAS as a result of tax arrears owing in respect of the Owner's lands as at December 31, 2008, the Municipality registered a Tax Arrears Certificate against the title to the Owner's lands on July 17, 2009, as Instrument No. FR777145 in accordance with the provisions of the Municipal Act, 2001, as amended (the "Act");

AND WHEREAS the Act authorizes the Municipality to enter into an extension agreement with the Owner in order to extend the period of time in which the cancellation price is to be paid;

AND WHEREAS at the request of the Owner, the Municipality has agreed to extend the period of time in which the cancellation price is to be paid in accordance with the terms of this agreement and the Act;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the parties agree each with the other as follows:

1. The period of time in which the cancellation price is to be paid is extended to October 31, 2011, on the condition that the Owner pays to the Municipality on account thereof by cash or certified cheque:

- a. the sum of Fifty Dollars (\$50.00) per month payable on the last day of each month commencing on November 30, 2009, and continuing to and including September 30, 2011;
 - b. the balance of the cancellation price payable on or before October 31, 2011.
2. The cancellation price shall be calculated in accordance with the Act but without limiting its generality, shall include all tax arrears and all current real property taxes owing in respect of the Owner's lands to the date of payment, all interest and penalties thereon, and all costs incurred by the Municipality in connection with proceedings taken or contemplated under the Act, including all legal fees and disbursements and all costs incurred in connection with the preparation of this extension agreement.
3. If the Owner fails or refuses to make a payment to the Municipality in accordance with the terms of this agreement, the Municipality may, on seven (7) days written notice to the Owners, terminate this agreement after which it shall cease to be considered a subsisting agreement.
4. If the Municipality terminates this agreement before payment of the cancellation price, it shall be entitled to continue with proceedings under the Act, but the period during which this agreement is subsisting shall not be counted in calculating the time periods prescribed by The Act.
5. Upon payment of the cancellation price, the Municipality shall cause its treasurer to forthwith register a Tax Arrears Cancellation Certificate in the prescribed form, and this agreement shall be at an end.
6. Nothing in this agreement shall be construed or deemed to mean that the amount of the cancellation price to be paid in accordance with the Act is reduced or that any person is prohibited from paying the cancellation price in full at any time.
7. Time shall be of the essence.
8. No amendment to this agreement shall be permitted, except by the written mutual consent of the Owners and the Municipality, and any amendments shall be in writing.
9. This agreement shall enure to the benefit of the Owners, their respective heirs, administrators, successors and assigns, and the Municipality, its successors and assigns.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals as at the date first set out above.

SIGNED, SEALED AND DELIVERED

In the presence of

) 883535 ONTARIO LTD.
)
) Per: _____
) Perry Francis Murphy – President
) I have authority to bind the corporation.
)
)
) THE CORPORATION OF THE CITY OF
) KINGSTON
)
) Per: _____
) Harvey Rosen – Mayor
)
)
) Per: _____
) Carolyn Downs - Clerk
)
) We have authority to bind the corporation.

Schedule "A" to Extension Agreement

SCHEDULE "A"

Part of Lot 36, Concession 4, Being Part 1 on Plan 13R-15049, The City of Kingston,
Formerly the Township of Kingston, County of Frontenac.

Property Identification Number: 36326-0290 (R)



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 09-321

TO: Mayor and Members of Council

FROM: Jim Keech, President and CEO, Utilities Kingston

RESOURCE STAFF: Mark Van Buren, Director of Engineering

DATE OF MEETING: November 3, 2009

SUBJECT: All-Way Stop Control at Various Intersections

EXECUTIVE SUMMARY:

At the October 6th meeting of Council, staff was directed to install all-way stop control at the following four intersections:

- Safari Drive & Heron Court
- Sierra Avenue & Birchwood Drive
- Sierra Avenue & Hanover Drive
- Hudson Drive & Downing Street (west end)

Changes to the bylaw regulating traffic in the highways of the City of Kingston must be approved by Council in order for all-way stop control to be enforceable at these locations.

RECOMMENDATION:

THAT a by-law be presented to Council to amend By-Law No. 2003-209, "A By-Law To Regulate Traffic", subject to the provisions of the Highway Traffic Act, to install all-way stop controls at the intersections of Safari Drive & Heron Court, Sierra Avenue & Birchwood Drive, Sierra Avenue & Hanover Drive and Hudson Drive & Downing Street (west end);

FURTHER that this By-law be given all three readings.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY PRESIDENT & C.E.O., UTILITIES KINGSTON
Jim Keech, President and CEO, Utilities Kingston
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

At the October 6th meeting of Council, staff was directed to install all-way stop control at the following four intersections:

- Safari Drive & Heron Court
- Sierra Avenue & Birchwood Drive
- Sierra Avenue & Hanover Drive
- Hudson Drive & Downing Street (west end)

All three readings of the bylaw are being requested at this time to enable the signage and required pavement markings to be installed before the winter weather arrives.

EXISTING POLICY/BY LAW:

By-law 2003-209 "A By-Law To Regulate Traffic"

NOTICE PROVISIONS: N/A**ACCESSIBILITY CONSIDERATIONS: N/A****FINANCIAL CONSIDERATIONS:**

The cost to install the all-way stop intersections can be accommodated within the existing Engineering Department's Traffic Division Operating Budget.

CONTACTS:

- Mark VanBuren, Director, Engineering Department, ext. 3218
- Deanna Green, Manager, Traffic Division, Engineering Department, ext. 3170
- Chris Sleeth, Traffic Supervisor, Traffic Division, Engineering Department, ext.3149

OTHER CITY OF KINGSTON STAFF CONSULTED: N/A**EXHIBITS ATTACHED:**

- Exhibit "A" – Draft By-Law
- Exhibit "B" – Site location map – Safari Drive & Heron Court
- Exhibit "C" – Site location map – Sierra Avenue & Birchwood Drive
- Exhibit "D" – Site location map – Sierra Avenue & Hanover Drive
- Exhibit "E" – Site location map – Hudson Drive & Downing Street (west end)

Exhibit A

BY-LAW NO. 2003-209 –TRAFFIC

A BY-LAW TO AMEND BY-LAW No. 2003-209, "A BY-LAW TO REGULATE TRAFFIC", SUBJECT TO THE PROVISIONS OF THE HIGHWAY TRAFFIC ACT (AMEND THROUGH HIGHWAYS and ALL-WAY STOP SIGNS)

PASSED: _____, 2009

The Council of the Corporation of the City of Kingston enacts as follows:

1. By-Law 2003-209, entitled "A By-Law To Regulate Traffic", Subject to the Provisions of the Highway Traffic Act, as amended, is hereby further amended as follows:

Add: To Schedule C-1 Through Highways

C-1 Through Highways

Highway	From	To
Safari Drive	Heron Court	Fox Crescent
Sierra Avenue	Birchwood Drive	East Side of Hanover Drive
Sierra Avenue	West Side of Hanover Drive	Bayridge Drive
Hudson Drive	Development Drive	East Side of Downing Street West
Hudson Drive	West Side of Downing Street West	Mona Drive

Delete: To Schedule C-1 Through Highways

C-1 Through Highways

Highway	From	To
Safari Drive	Falcon Crescent	Fox Crescent
Hudson Drive	Development Drive	Mona Drive

Add: To Schedule C-3 All-Way Stop Signs

C-3 All-Way Stop Signs

Highway	At
Safari Drive	Heron Court
Sierra Avenue	Birchwood Drive
Sierra Avenue	Hanover Drive
Hudson Drive	Downing Street West

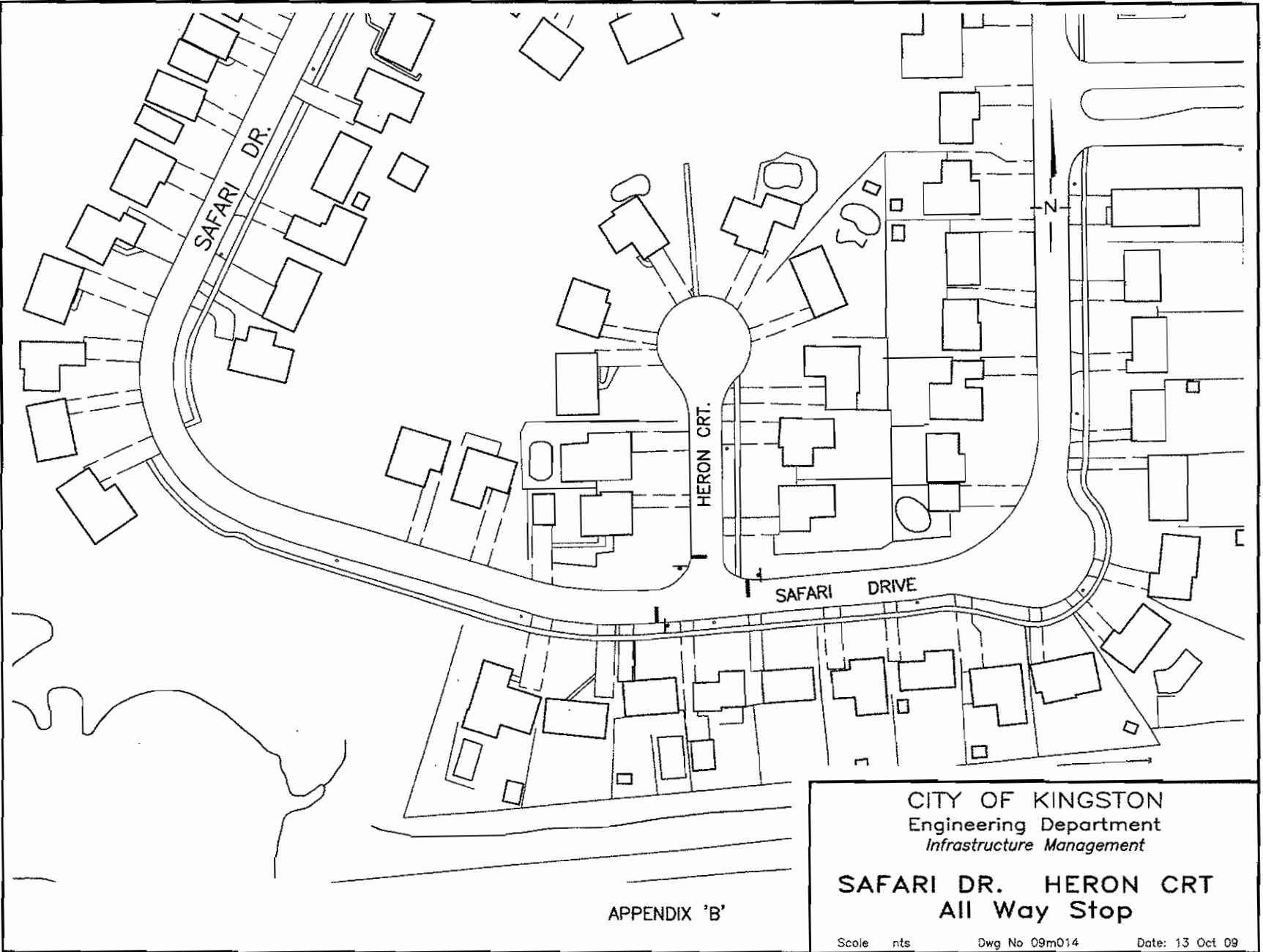
2. This by-law will come into force and take effect on the date of its passing.

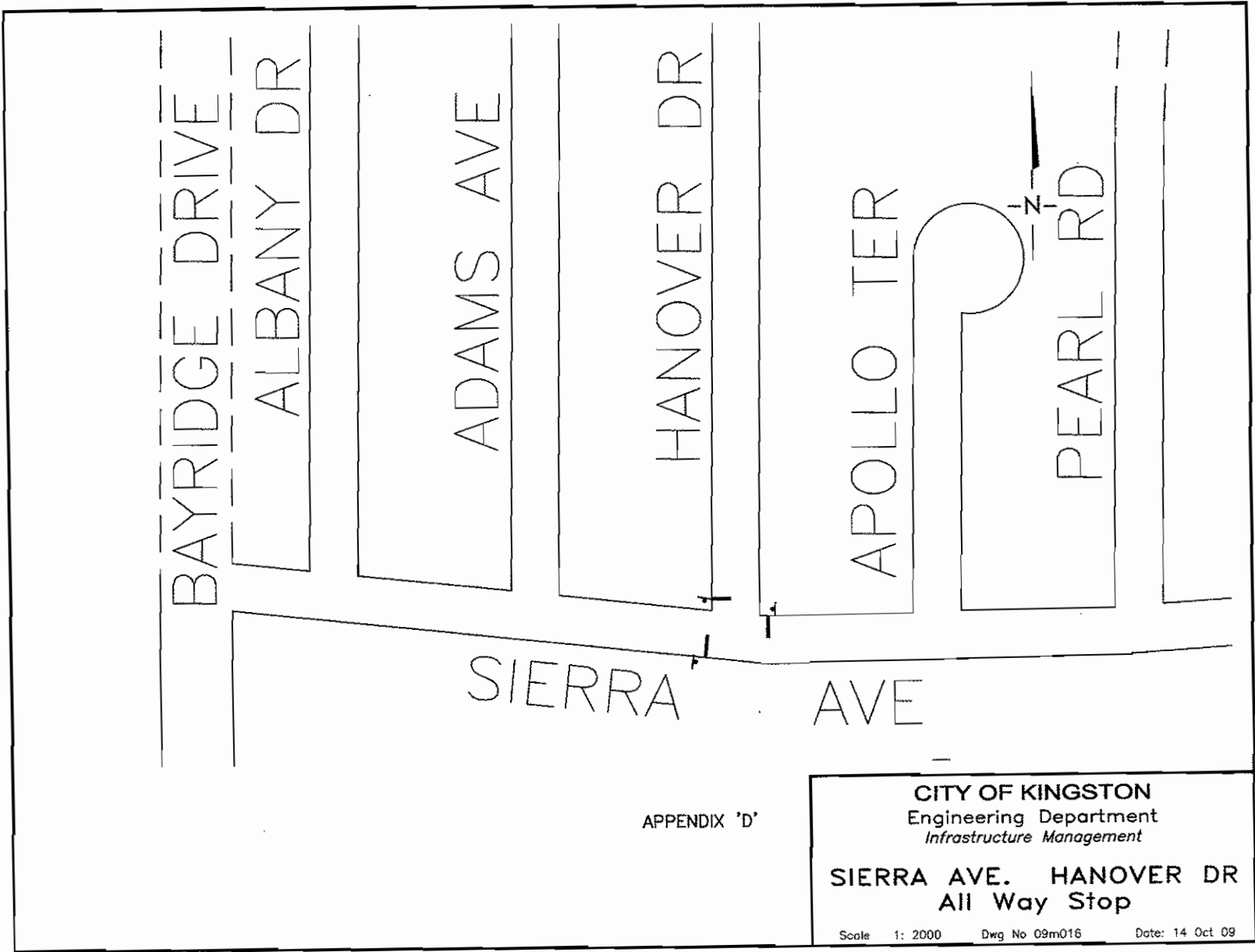
GIVEN FIRST AND SECOND READINGS _____, 2009

GIVEN THIRD READING AND PASSED _____, 2009

CITY CLERK

MAYOR



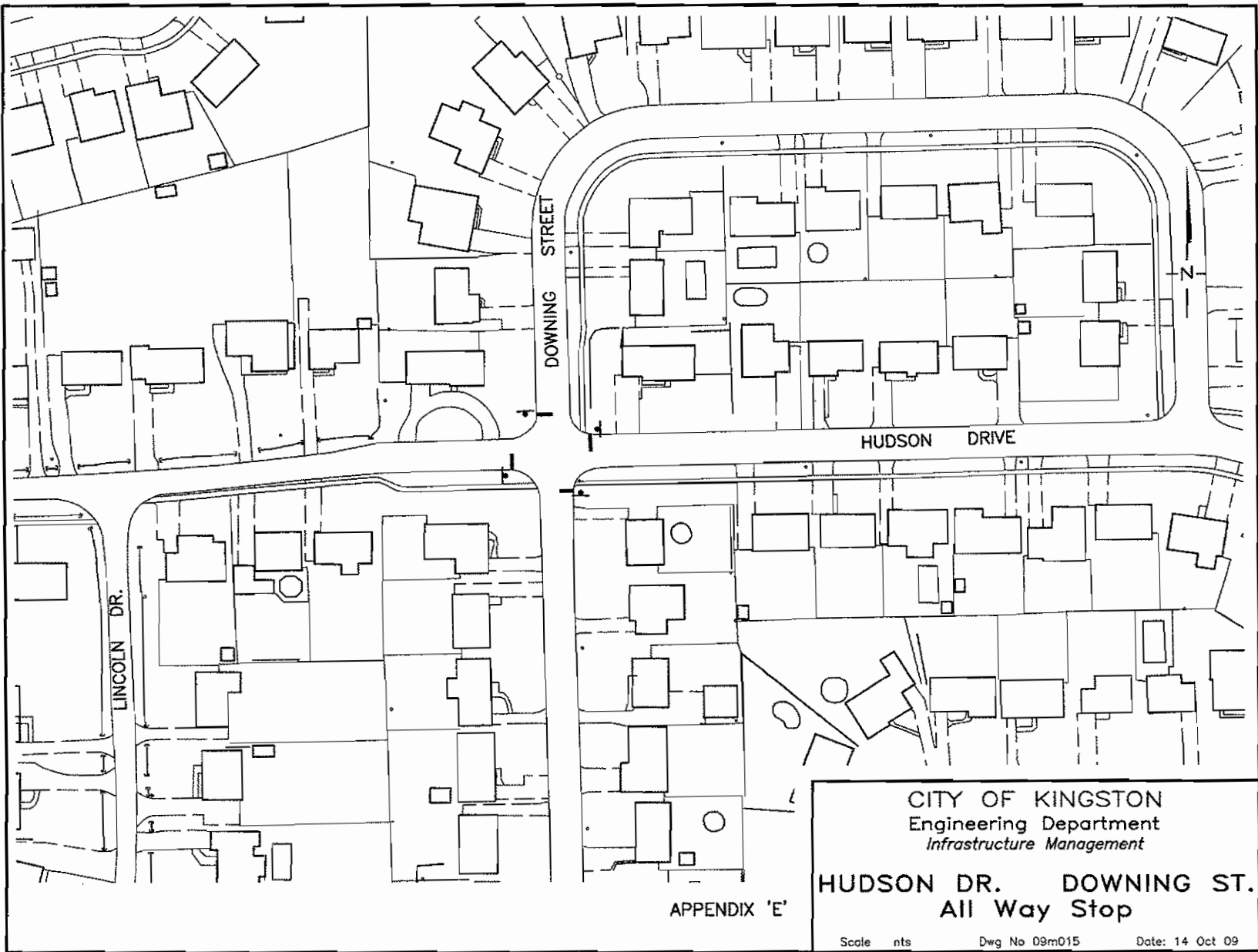


APPENDIX 'D'

CITY OF KINGSTON
 Engineering Department
Infrastructure Management

SIERRA AVE. HANOVER DR
All Way Stop

Scale 1: 2000 Dwg No 09m016 Date: 14 Oct 09





CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 09-322

TO: Mayor and Members of Council

FROM: Denis Leger, Commissioner of Corporate Services

RESOURCE STAFF: John Johnson, Manager of Facilities
Lorraine Thibadeau, Property Leasing Specialist

DATE OF MEETING: November 3, 2009

SUBJECT: Portsmouth Olympic Harbour – Lands and Water Lots Lease from Federal Government
Kingston & the Islands Boat Lines Ltd. - License Agreement

EXECUTIVE SUMMARY:

The city leases from the federal government the land and lands covered by water in the Portsmouth Olympic Harbour (POH), described as Part 1, Plan 13R-3004, which includes the paved apron and the docking areas at POH. The lease dated March 9, 2005 will expire on December 31, 2009. Staff wishes to obtain Council's approval to enter into a new lease for a further term of five years on the same terms and conditions, including rent.

Staff also wishes to obtain Council's approval to enter into a license agreement with Kingston & The Islands Boat Lines Ltd. (KIBL) for use of the portion of the docks at POH (located as shown on *Exhibit "A"* attached hereto) for the storage of three boats during the period November 1, 2009 to and including April 30, 2010.

The city's lease with the federal government expires on December 31, 2009. Upon execution of a new five-year lease commencing January 1, 2010, as agreed to by the federal government, the license agreement with KIBL will contain a clause which automatically extends the term to April 30, 2010.

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to execute a lease agreement between the City and Her Majesty the Queen, represented by the Minister of Fisheries and Oceans, in a form satisfactory to the Director of Legal Services, to lease the lands and lands covered by water in Portsmouth Olympic Harbour Part 1, Plan 13R-3004 for a term of five (5) years commencing on January 1, 2010 and expiring on December 31, 2014, upon the same terms and conditions, including rent structure,

- and further -

THAT Council authorize the Mayor and Clerk to execute a license agreement with Kingston & the Islands Boat Lines Ltd. for winter boat storage at Portsmouth Olympic Harbour for the period November 1, 2009 to and including December 31, 2009, with the term to be automatically extended for the period January 1, 2010 to and including April 30, 2010 for a total fee of \$4,787.40.

AUTHORIZING SIGNATURES:

<p>ORIGINAL SIGNED BY COMMISSIONER Denis Leger, Commissioner of Corporate Services</p>
<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer</p>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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

(N/R indicates consultation not required)

November 3, 2009

- Page 3 -

OPTIONS/DISCUSSION:a) Lease from Her Majesty the Queen as represented by the Minister of Fisheries & Oceans

The city leases the lands and water lots on which the POH marina operations are located. The current lease will expire on December 31, 2009. Representatives from the federal government are in the process of preparing a new lease for a term of five years and at the same rental rate which equates to 20% of the marina's annual gross revenue. This amounted to \$75,848 in 2008.

b) City License to Kingston & the Islands Boat Lines Ltd.

Kingston & the Islands Boat Lines Ltd. (KIBL) operates its tour boat business from Crawford wharf under license agreement with the City of Kingston. KIBL's usual site for winter storage is north of LaSalle causeway at the Kingston Marina location. Due to the anticipated extended closure of the causeway for repairs, KIBL requires alternate winter storage for its boats to ensure that they are accessible for return to Crawford wharf at the start up of its tour business in 2010. KIBL has, therefore, approached the city requesting permission to use POH for boat storage until April 30, 2010.

KIBL will pay the cost of installing a power source on the docks for the operation of its bubbler system and will reimburse the city for its power consumption. The license fee has been set at \$20.20 per linear foot per storage season in accordance with the 2009 winter storage fees set under By-Law 2005-10 as amended. The total length of the three boats is 237 feet which would equate to \$4,784.40.

EXISTING POLICY/BY LAW:

By-Law No. 98-1, *Council Procedure By-Law* which provides authority for the Mayor and Clerk to sign all agreements that are approved by Council.

By-Law No. 2005-10 as amended – A By-Law to Establish Fees and Charges to be collected by the Corporation of the City of Kingston.

NOTICE PROVISIONS: N/A**ACCESSIBILITY CONSIDERATIONS:** N/A**FINANCIAL CONSIDERATIONS:**

KIBL will pay a license fee of \$4,784.40, as well as the cost of installing power to the docks, and its power usage. The city will not incur any costs.

CONTACTS:

Luke Follwell, Manager Recreation Facilities

(613) 546-4291, Ext. 1815

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Council

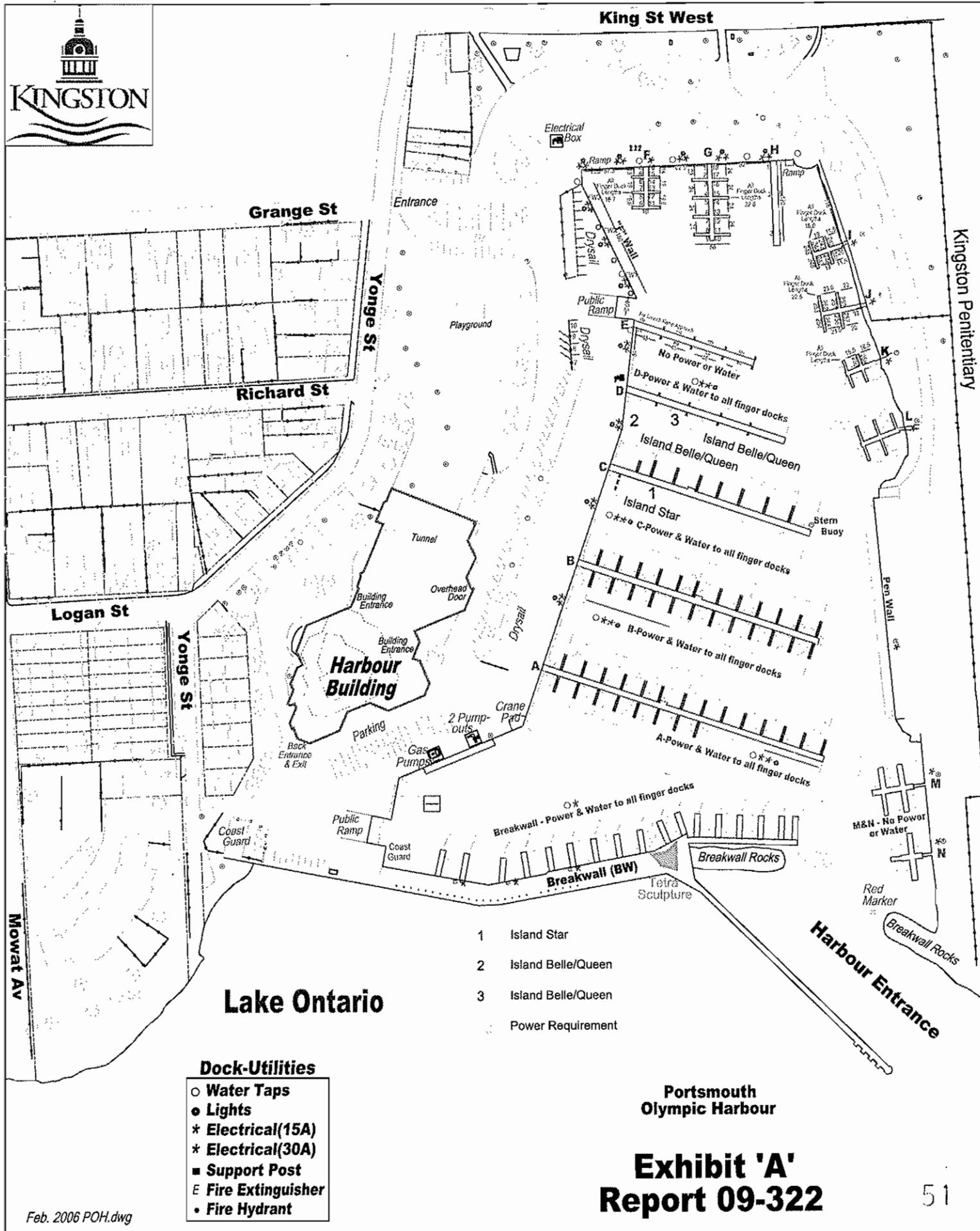
(613) 546-4291, Ext. 1237

Holly Morrison, Acting Supervisor, Community Facilities

(613) 546-4291, Ext. 1221

EXHIBITS ATTACHED:

Exhibit "A" – Drawing showing location of boat storage area



- 1 Island Star
- 2 Island Belle/Queen
- 3 Island Belle/Queen
- Power Requirement

Dock-Utilities

- Water Taps
- Lights
- * Electrical(15A)
- * Electrical(30A)
- Support Post
- E Fire Extinguisher
- Fire Hydrant

Portsmouth
Olympic Harbour

Exhibit 'A'
Report 09-322



**CITY OF KINGSTON
REPORT TO COUNCIL**

Report No.: 09-324

TO: Mayor and Members of Council
FROM: Jim Keech, President and CEO, Utilities Kingston
RESOURCE STAFF: Damon Wells, P.Eng., Director, Public Works Department
DATE OF MEETING: November 3, 2009
SUBJECT: F31-PWS-PW-2009-6-SNOWPLOWING & SANDING/SALTING

EXECUTIVE SUMMARY:

The City of Kingston annually requests proposals for the plowing and sanding/salting of all of the various roads and streets, in the Kingston East Area. One bid was received for F18-PWS-PW-2009-6 Snowplowing & Sanding/Salting. In accordance with the City's Purchasing Policy, Council's approval is required when less than three (3) bids are received.

RECOMMENDATION:

That Council authorizes the Mayor and Clerk to enter into a contract in a form satisfactory to the Director of Legal Services with Cruickshank Construction Limited, for Snowplowing & Sanding/Salting of Kingston East Area roads and streets, at a bid cost of \$220.00 per hour for 2009/2010 and for the 2010/2011 winter seasons at a bid cost of \$225.00 per hour.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY PRESIDENT & C.E.O., UTILITIES KINGSTON	
Jim Keech, President and CEO, Utilities Kingston	
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER	
Gerard Hunt, Chief Administrative Officer	

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
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

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

The Public Works Department tendered for Snowplowing & Sanding/Salting under Invitation to Tender F31-PWS-PW-2009-6, and received one tender, that Cruickshank Construction Limited being the only bid.

The results are as follows:

Items 1 & 2- For Snow Plowing & Sanding/Salting on various arterial roads & local roads, and streets in CFB Kingston:

	<u>2009/2010</u>	<u>2010/2011</u>
Cruickshank Construction Ltd	\$220.00 per hour	\$225.00 per hour

The contracted price, awarded to Cruickshank Construction Ltd for 2008/2009 was \$215.00 per hour, and for the 2007/2008 season was \$210.00 per hour.

EXISTING POLICY/BY LAW:

The purchasing by-law allows for a tender to be awarded to the lowest bid by staff when three bids have been received. Only one bid was received in this case and for these situations the by-law requires that Council approval be obtained before the work is awarded. Council awards the tender to the lowest bidder unless there is sufficient reason to do otherwise.

NOTICE PROVISIONS: N/A**ACCESSIBILITY CONSIDERATIONS: N/A****FINANCIAL CONSIDERATIONS:**

Funds have been approved in the 2009 Public Works Budget to cover the cost of these winter control activities up to December 31, 2009. Sufficient funds will be budgeted in the 2010 and 2011 Public Works Department budget.

CONTACTS:

Damon Wells, P.Eng., Director, Public Works Department, ext. 2313

OTHER CITY OF KINGSTON STAFF CONSULTED: N/A**EXHIBITS ATTACHED: N/A**



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 09-326

TO: Mayor and Council

FROM: Cynthia Beach, Commissioner of Sustainability & Growth

RESOURCE STAFF: Andria King, Project Co-ordinator, Newcomers Web Portal Project

DATE OF MEETING: 2009-11-03

SUBJECT: MIO Marketing Funding 2009-2010 Agreement—Ministry of Citizenship and Immigration

EXECUTIVE SUMMARY:

The purpose of this report is to receive Council authorization for the City of Kingston to enter into an agreement with the Ministry of Citizenship and Immigration to receive \$19,930.75 (the Ministry is providing 100% of project costs) in funding over a 5-month period commencing November 1, 2009 and ending March 31, 2010 to provide marketing and promotion of the forthcoming Newcomers Information Portal to immigrants and newcomers through the purchase or lease of digital display units.

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to sign a funding agreement, satisfactory to the Legal Services Department, in the amount of \$19,930.75 with the Ontario Ministry of Citizenship and Immigration under the Connecting Newcomers to Canada with Ontario's Municipalities Program in order to implement this program.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER

Cynthia Beach, Commissioner, Sustainability & Growth

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/A
Commissioner Leger, <i>Corporate Services</i>	N/A
Jim Keech, President, <i>Utilities Kingston</i>	N/A

OPTIONS/DISCUSSION:

In 2009, the City of Kingston secured grant funding from the Ontario Ministry of Citizenship and Immigration for the development of a Newcomers Web Portal as part of the Municipal Immigration Information Online (MIIO) project which officially ends March 31, 2010. This project is currently in progress.

In August 2009, the Ministry sent out an invitation for proposals for additional support for marketing and promotion initiatives of live, or soon-to-be-launched, immigration portals. Ontario municipalities, such as the City of Kingston, funded under the MIIO program, who did not receive marketing funding in 2008-09, were eligible to apply. This funding is separate from the existing MIIO project funding.

The City of Kingston submitted an application under this grant program in September 2009, which has been approved pending signing of the funding agreement. The City has secured grant funding of up to \$19,930.75 in order to expand marketing and promotion of the immigration portal.

Summary of Need for Marketing Funds

The request for \$19,930.75 within this application is for three digital display units (hardware, software, content creation and translation services). These units with corresponding technology are a cost-effective and cost-efficient marketing tool which will enhance the reach of the information disseminated via the immigration web portal. These display units will also expand the City's existing but small digital information network (DIN).

The multi-lingual information and communication messages will be provided via the DIN from three display units to be located:

- One unit at 362 Montreal St. (Community Development Services); and
- Two units at 216 Ontario St. (City Hall).

Community Development Services is a grouping of municipal departments that are focused on community building; that is, working hand in hand with residents, business owners, visitors, City Council, other departments and other community partners to effectively plan, build and nurture the physical, social, economic and cultural capacity or fabric of Kingston's neighbourhoods and overall well being.

City Hall is the "heart of the City" for governance and the dissemination of information to Kingstonians. The Pay It Centre located on the main floor is accessible to residents to "pay it all at City Hall" — providing one stop for information and payments.

These two sites are two of the most frequently visited City locations. They offer an array of services needed by existing and new immigrants to Kingston that will help them live, work, study, and play in their new community and surroundings. Adding these digital display units will afford another vehicle for this target audience to be able to have access to the information distributed by the immigration web portal.

Community Partnership /Governance Model

The City of Kingston will act as the project lead taking responsibility for the management of the project funding and for guiding and delivering on the project outcomes.

Day-to-day project management will be the responsibility of the project coordinators, working with the Communications Department. Responsibility for management of the digital signage will fall to the Communications Department after March 31, 2010 (this is subject to whether the Ministry specifies the purchase or lease of the equipment).

EXISTING POLICY/BY LAW:

Not applicable

NOTICE PROVISIONS:

Not applicable

ACCESSIBILITY CONSIDERATIONS:

Not applicable

FINANCIAL CONSIDERATIONS:

The cost of this project is estimated at \$19,930. The Ministry of Citizenship and Immigration has approved to fund the full amount through payments outlined in the funding agreement. After the end date of March 31, 2010, content and functionality will be maintained through existing services and by streaming information from the Newcomers Web Portal.

CONTACTS:

Andria King, Project Co-ordinator, Newcomers Web Portal	ext. 1271
Paul MacLatchy, Director of Strategy, Environment and Communications	ext. 1226

OTHER CITY OF KINGSTON STAFF CONSULTED:

Therese Greenwood, Manager of Communications	ext. 1156
Alan McLeod, Senior Legal Counsel	ext. 1237
Stephen Dickey, Manager of Accounting Services	ext. 2370
Marjorie Robinson, Insurance Specialist	ext. 1340
Judy Reichstein, Research & Policy Analyst	ext. 2424

EXHIBITS ATTACHED:

None