



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 12-034

TO: Mayor and Members of Council

FROM: Desirée Kennedy, City Treasurer

RESOURCE STAFF: Stephen Dickey, Deputy Treasurer

DATE OF MEETING: December 20, 2012

SUBJECT: Delegated Approval and Signing Authority – Administrative Support Service Agreements

EXECUTIVE SUMMARY:

The purpose of this report is to confirm the delegation of authority for the approval and execution of certain support service agreements between the City and its boards and agencies.

On occasion the City has opportunity to provide support services to boards or agencies of the City. The delegation of authority to the City Treasurer, for routine administrative arrangements, ensures streamlined management of these agreements and facilitates the ability of the City to execute routine service agreements without further presentation to Council for authorization.

RECOMMENDATION:

THAT Council delegate authority to the Treasurer or the delegate of the Treasurer to review and recommend for execution by the Mayor and Clerk, service agreements, subject to the satisfaction of the Legal Services Department, with any board or agency of the City for which services are provided by city administrative departments, including accounting and financial reporting services, information technology support or other related support services.

AND FURTHER that Council delegates authority to the Treasurer or the delegate of the Treasurer to respond on behalf of the city administrative departments to appropriate competitive procurements of any boards or agencies of the City.

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AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES

Desirée Kennedy, City Treasurer

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

From time to time, the City may agree to provide administrative support services to a board or agency of the City. These services could include accounting and reporting services, payroll and human resources services, information systems and technology consultation or support, purchasing or other administrative support as may be agreed upon between the parties. Where it is mutually advantageous, the City may enter into these support service agreements to leverage our established systems and economies of scale to assist boards and agencies to perform administrative tasks or to improve efficiencies in their processes.

Depending on the extent of the services being provided, and the resources required, the City may charge an appropriate fee to perform these services or otherwise recognize mutual benefit in terms of better and/or more timely information, process efficiencies or overall cost savings. To streamline the processes in formalizing these arrangements, staff is requesting approval to allow the City Treasurer, or delegate, to review and arrange execution by the Mayor and Clerk of these service agreements on behalf of the Corporation of the City of Kingston, subject to review by the City's Legal Services Department.

It is also feasible that a board or agency may initiate a competitive procurement process to obtain a service which city departments may be able and willing to provide. In these situations, delegation being sought under this report would give the ability for the Treasurer or designate to respond to appropriate competitive procurements.

Recognizing that services are currently being provided to some of the City's boards and agencies, staff will review the current status of any arrangements that are in place to ascertain the need to document the terms of the services being provided in a service level agreement.

EXISTING POLICY/BY LAW:

By-law No. 98-1, requires the Mayor and Clerk to sign all agreements binding the Corporation.

NOTICE PROVISIONS:

There are no existing notice requirements under the Municipal Act concerning this subject, on record, to date.

ACCESSIBILITY CONSIDERATIONS:

Copies of reports may be available in alternative formats. Assistive listening devices may be provided at the public meetings upon request two weeks prior to meeting date.

FINANCIAL CONSIDERATIONS:

There are no financial implications with respect to this report. Any revenues generated or related costs incurred in providing support services under a service level agreement will be incorporated into operating budgets.

CONTACTS:

Desirée Kennedy, City Treasurer
Stephen Dickey, Deputy Treasurer

Ext 2220
Ext 2370

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Council

EXHIBITS ATTACHED:

Not applicable