TO: Bert Meunier, Chief Administrative Officer

FROM: Terry Willing, Acting Commissioner, Planning & Development Services

PREPARED BY: Brian Sutherland, Senior Planner, Development Approvals

DATE OF MEETING: January 6, 2004

SUBJECT: Application To Lift Holding ‘-H’ Symbol for ‘R1-45’ Zone “Westwood Meadows” Subdivision, 1557200 Ontario Ltd. North Side of Woodbine Road, west of Bayridge Drive Our File No. D28-49-03

RECOMMENDATION:

WHEREAS George and May Hogeboom submitted an application requesting that the ‘-H’ Holding Symbol be lifted from the property located in Part of Lot 5, Concession 3, located on the north side of Woodbine Road west of Bayridge Drive; and

WHEREAS the ‘-H’ Holding provisions were to remain in place until all applicable Municipal and agency requirements have been complied with and all necessary Agreements have been executed; and

WHEREAS the new Owner (1557200 Ontario Inc. - Fred Stelpstra) has complied with the conditions for the removal of the ‘-H’ Holding Symbol as follows:

- all necessary Agency clearance letters have been submitted to the Municipality;
- confirmation of adequate sewage capacity to service the proposed Subdivision has been received from Utilities Kingston;
- all Municipal requirements are contained within the Subdivision Agreement and are shown on the approved engineering plans;
- the Subdivision Agreement has been executed by the Owner and returned to the Municipality for registration together with the required final plans and financial security; and,
- the Owner has submitted, for the Municipality’s consideration, the appropriate application for an amendment to the Zoning By-Law to remove the ‘-H’ Holding Symbol:
RECOMMENDATION (Cont’d):

THEREFORE BE IT RESOLVED that it be recommended to the Council of The Corporation of the City of Kingston as follows:

1. That Map No. 3 of Schedule “A” to Zoning By-Law No. 76-26 of the former Township of Kingston, as amended, be further amended by removing the ‘-H’ Holding Symbol for the lands described as Part of Lot 5, Concession 3, located on the north side of Woodbine Road, west of Bayridge Drive, so as to rezone the subject lands from ‘R1-45-H’ Modified Residential Type 1 Zone to Zone ‘R1-45’ Modified Residential Type 1 Zone, which lands are shown as “Lands subject to H Removal” on Schedule “A” attached hereto.

A Draft of the Amending Zoning By-Law is appended to this report for Council’s review and consideration (Appendix No. 1).

AND BE IT FURTHER RESOLVED that the Amending By-Law be presented to City Council for all three readings.

ORIGIN/PURPOSE:
This matter originates in an application, submitted by George and May Hogeboom, for removal of an ‘-H’ Holding Symbol from the property located in Part of Lot 5, Concession 3. The property has since changed ownership from George and May Hogeboom to Fred Stelpstra (1557200 Ontario Inc). The purpose of this report is to assess the merits of the request and to make a recommendation to City Council respecting removal of the ‘-H’ Holding Symbol.

OPTIONS/DISCUSSION:

(a) Site Location and Description:
The subject property, comprising approximately 1.32 hectares (3.26 acres) of vacant land, is located east of Wise Street and Megan’s Street on the north side of Woodbine Road (see attached map). The subject lands are designated as Low Density Residential and Environmental Protection Area in the Official Plan and are zoned ‘R1-45’ Low Density Residential, ‘R1’ Low Density Residential and ‘EPA-8’ Modified Environmental Protection Area in Zoning By-Law No. 76-26.

Land use in the surrounding area is predominantly low density residential. The area to the east comprises an older, established residential neighbourhood. To the north, along Princess Street, there is a mix of residential and commercial uses. To the west is a new residential subdivision being developed by Braebury Homes Corporation, together with the associated open space/storm water management facility. To the south there is low density residential uses and Holy Cross Secondary School.

(b) Background:
Draft Plan Approval for this subdivision was issued by the City of Kingston on July 17, 2001, City of Kingston File No. D12-39-01. The Draft Plan Approval contains a total of 25 conditions. These conditions include the Municipality’s standard conditions respecting
REPORT TO CITY COUNCIL
(File No. D28-49-03)

OPTIONS/DISCUSSION (Cont’d):

(b) **Background (Cont’d):**
the dedication and naming of roads, fencing, lighting, sidewalks, parkland conveyance and
development, phasing, the use and removal of Holding provisions, installation of services
and drainage. The Plan and Subdivision Agreement have been executed by the applicant
and are pending registration.

Zoning By-Law No. 76-26, as amended by By-Law No. 2001-183, passed by the Council
of the City of Kingston on July 20, 2001, rezoned the subject property to the ‘R1-45’ Site
Specific Residential Type 1 Zone. The ‘R1-45’ Zone permits single detached dwellings.
In accordance with the policies of the Official Plan for the former Township of Kingston,
the ‘R1-45’ Zone is subject to an ‘-H’ Holding Symbol that will delay development until
certain conditions have been fulfilled by the Owners.

(c) **Procedural Information:**
Zoning By-Laws to remove ‘-H’ Holding Symbols are typically technical in nature as the
planning issues related to the use of the ‘-H’ Symbol and the conditions for its removal
have been established as part of the initial rezoning process. Also, any technical issues and
required clearance letters are generally addressed through the review and approval of the
final engineering plans and the conditions established by Council and contained within the
Subdivision Agreement. Pursuant to Council’s adopted procedures (Clause 5, Report No.
7, Meeting No. 2, held on 1998-12-5), reports dealing with applications for removal of an
‘-H’ Symbol are referred directly to City Council by Staff. This process was instituted as a
customer service initiative to reduce the processing time for applications and in recognition
of the fact that the conditions for such removal have already been clearly established by the
Planning Committee and Council. This direct process was determined to be more efficient
given the fact that such applications are generally submitted towards the end of the
planning process when timing may be critical to the developer.

(d) **Analysis:**
The Owner is requesting that the ‘-H’ Holding Symbol be removed from the property
located in Part of Lot 5, Concession 3 to permit the construction of a 16 lot residential
subdivision

The conditions for removal of the ‘-H’ Holding Symbol have been fulfilled by the Owner
as follows:

1. All necessary Agency and / or Municipal clearance letters for the subdivision
have been received.

2. Confirmation has been received from Utilities Kingston that there is sufficient
sewage capacity to service the proposed Subdivision.

3. The **Subdivision Agreement** has been executed by the Owner and returned to the
Municipality for registration at the same time as the Final Subdivision Plan. The
Owner has submitted the necessary financial securities, certificate of insurance
and Final Plans required by the Subdivision Agreement. All Municipal and
OPTIONS / DISCUSSION (Cont’d):

(d) Analysis (Cont’d):
Agency requirements are contained within the conditions comprising the Subdivision Agreement or are detailed on the approved engineering plans appended to the Agreement.

4. The Owner has submitted the appropriate application to amend By-Law No. 76-26 (Restricted Area Zoning By-Law) so as to remove the ‘-H’ Symbol for the subject lands. This amendment has been processed in accordance with the Notice Regulations of the Planning Act.

(e) Conclusion:
The intent of the ‘-H’ Holding Symbol on the subject property was to restrict development until such time as all necessary Municipal and agency requirements have been fulfilled and all necessary agreements had been registered on title. Based on the foregoing analysis it would appear that the Owner is now in a position to fulfill the requirements for the removal of the ‘-H’ Holding Symbol. Therefore, it would now be appropriate that it be recommended to City Council that the Zoning By-Law be amended to remove the ‘-H’ Holding Symbol for the subject property only as it pertains to the development of the 16 lot residential subdivision for the lands located in Part of Lot 5, Concession 3 in Kingston West, on the north side of Woodbine Road, west of Bayridge Drive.

EXISTING POLICY/BY-LAW:
The property is designated as Low Density Residential in the Official Plan for the former Kingston Township and is Zoned “R1-45-H” Site Specific Residential Type 1 Zone in By-Law 76-26 for the former Kingston Township. The proposed use for the property complies with the policies of both the Official Plan and Zoning By-Law.

LINK TO STRATEGIC PLAN:
The Strategic Plan supports and promotes responsible new development that can better the lives of the citizens of Kingston.

FINANCIAL CONSIDERATIONS:
None.
CONTACTS:

Further information with respect to this application and the contents of this Report can be obtained by contacting:

- Steven Chew, Acting Supervisor, Development Approvals (384-1770, ext. 3273); or
- George T. Wallace, Acting Manager, Planning Division (384-1770, ext. 3252).

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

The request for removal of the "-H" Symbol was circulated to the following Departments, all of which confirmed no objection to the approval of the Application:

- Building and By-Law Division;
- Utilities Kingston;
- Cultural Services;
- Fire & Rescue;
- Engineering Division; and
- Cataraqui Region Conservation Authority.

NOTICE PROVISIONS:

This amendment has been processed in accordance with the Notice Regulations of the Planning Act. These regulations require that a Notice of Council's intent to pass an amending By-Law to remove an "-H" Symbol be provided by an advertisement in a newspaper with sufficiently general circulation or by first class mail to the Owner and any person or agency specifically requesting such notice. In this instance, Notice was provided by first class mail to the Owner.

APPENDICES:

The following Appendices are attached to and form part of this report:

Appendix No. 1 - Draft By-Law
Appendix No. 2 - General Subdivision Plan
REPORT TO CITY COUNCIL
(File No. D28-49-03)

- Page 6 -

Terry Willing
Acting Commissioner, Planning and Development Services

Bert Meupier
Chief Administrative Officer
THE CORPORATION
OF THE
CITY OF KINGSTON

DRAFT ZONING BY-LAW TO
AMEND BY-LAW NO. 76-26 ('-H REMOVAL)
OF THE FORMER TOWNSHIP OF KINGSTON

1557200 Ontario Inc
Part of Lot 5, Concession 3
North side of Woodbine Road, west of Bayridge Drive

File No. D28-49-03
Drafted: December, 2003

The Corporation of the City of Kingston
Planning and Development Services
Planning Division
216 Ontario Street,
Kingston, Ontario
K7L 2Z3
THE CORPORATION OF THE CITY OF KINGSTON

BY-LAW NO. 2004—___

A BY-LAW TO AMEND BY-LAW NO. 76-26, FORMER KINGSTON TOWNSHIP ZONING BY-LAW, TO REMOVE THE ‘-H’ HOLDING SYMBOL RELATED TO THE ‘R1-45-H’ ZONE (1557200 Ontario Inc, Part of Lot 5, Concession 3, North Side of Woodbine Road, West of Bayridge Drive, in the former Township of Kingston).

PASSED: _____________________, 2004

WHEREAS By-Law No. 76-26 for the former Kingston Township established Holding (‘-H’) provisions related to the ‘R1-45-H’ Zone, so that development would not be allowed to proceed until such time as all necessary Municipal and Agency requirements had been fulfilled and all necessary Agreements had been executed; and

WHEREAS the applicants are now requesting that the ‘-H’ Holding Symbol be lifted, and have submitted an application to amend By-Law No. 76-26 so as to remove the ‘-H’ Holding Symbol; and

WHEREAS the Owner has complied with the conditions for the removal of the ‘-H’ Symbol as follows:

• all necessary Agency clearance letters for the subdivision have been submitted to the Municipality;
• confirmation has been received of adequate sewage capacity to service the proposed Subdivision;
• all Municipal requirements are contained within the Subdivision Agreement and are shown on the approved engineering plans;
• the Subdivision Agreement for the “Westwood Meadows” Subdivision has been executed by the Owner and returned to the Municipality for registration together with the required financial security; and
• the Owner has submitted, for the Municipality’s consideration, the appropriate application for an amendment to the Zoning By-Law to remove the ‘H’ Symbol:

WHEREAS the Council of the Corporation of the City of Kingston now deems it advisable to amend Zoning By-Law No. 76-26, so as to remove the said ‘-H’ Holding Symbol from the property located in Part of Lot 5, Concession 3, and allow the development of the subject lands for a 16 lot subdivision:

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the City of Kingston hereby ENACTS as follows:

1. That the lands described as “Lands subject to ‘H’ Removal” and shown on Schedule “A” attached hereto are the lands affected by this By-Law.
2. That Map No. 3 of Schedule “A” to Zoning By-Law No. 76-26 of the former Township of Kingston, as amended, be further amended by removing the ‘-H’ Holding Symbol for the lands described as Part of Lot 5, Concession 3, located on the north side of Woodbine Road, west of Bayridge Drive, so as to rezone the subject lands from ‘R1-45-H’ Modified Residential Type 1 Zone to Zone ‘R1-45’ Modified Residential Type 1 Zone, which lands are shown as “Lands subject to H Removal” on Schedule “A” attached hereto.

3. This By-Law shall come into force and take effect on the date of its passing.

GIVEN ALL THREE READINGS AND FINALLY PASSED ON THE ___ day of ________, 2004.

__________________________________________  ________________________________________
Mayor, Harvey Rosen                             City Clerk, Carolyn Downs
The Corporation of the City of Kingston

Schedule 'A' to By-law No.

Applicant: GEORGE and MARY HOGEOBOOM
File No.: D28-49-03
Address: WOODBINE ROAD
Plan No.: PLAN 429
Lot/Conc.: CONCESSION 3 PART OF LOT 5
Roll No.: 101108020010600 & 101108020004800

Scale:
Metric 0 50 100 200 m

This map is not to be used for precise scaling.

Date: MARCH 19, 2003
Prepared by: M.D.PAUL

Legend:
- Change from R1-45-H to R1-45

Certificate of Authentication
This is Schedule 'A' to By-law No.__________
 passed this ______ day of ___________ 20_____.

Mayor

Clark
RECOMMENDATION:

Based on the 2003 final operating budget of approximately Two Hundred and Seventy Nine Million Dollars ($279,000,000), it is recommended that the following resolution and the necessary by-law be passed by Council:

That a by-law be presented to Council in order to authorize the municipality to borrow up to $139,500,000 during the January 1, 2004 to September 30, 2004 period and up to $69,750,000 during the October 1, 2004 to December 31, 2004 period in order to finance the City's current operating expenditures on an interim basis.

ORIGIN/PURPOSE:

The Municipality must pass a by-law on an annual basis to enable it to borrow monies to meet its current operational needs. In accordance with section 5(3) of the Municipal Act, as amended, municipal powers are to be exercised by by-law, unless the municipality is specifically authorized to do otherwise.

OPTIONS/DISCUSSION:

The City of Kingston may be in a borrowing position during the period of December 15 of a previous year up to and including the time when the current year's interim tax bills are due. The December 15 date represents the last installment of the education tax requisitions. It is expected that interim tax bills will be due in late February 2004. Until the receipt of interim taxes, the City could be in a borrowing position in order to finance its day to day operations. Some of these funds may be loaned on a temporary basis from the various reserve and trust funds that the City maintains at a rate midway between the borrowing and investing rates. Section 407(2) of the Municipal Act, as amended, outlines the borrowing limits for operating purposes imposed upon Ontario municipalities. The limitations are such that in the first nine months of the year, municipalities can...
borrow no more than 50% of the budgeted revenues for the year. After September 30, the loan amounts cannot exceed 25% of budgeted revenues.

LINKS TO STRATEGIC PLAN:
N/A

EXISTING POLICY/BY-LAW:
Municipal Borrowing By-law 2003-44

FINANCIAL CONSIDERATIONS:
N/A

CONTACT:
Gerard Hunt Manager of Finance 546-4291 2205

DEPARTMENTS CONSULTED:
Legal Services Division

NOTICE PROVISIONS:
Not Applicable

APPENDICES:
Appendix ‘A’ - Draft 2004 Municipal Borrowing By-law

Dennis Leger
Commissioner of Corporate Services

Bert Meunier
Chief Administrative Officer
BY-LAW NO. 04-

A BY-LAW TO AUTHORIZE THE MUNICIPALITY TO BORROW UP TO $139,500,000 DURING THE JANUARY 1, 2004 TO SEPTEMBER 30, 2004 PERIOD AND UP TO $69,750,000 DURING THE OCTOBER 1, 2004 TO DECEMBER 31, 2004 PERIOD IN ORDER TO FINANCE THE CITY’S CURRENT OPERATING EXPENDITURES ON AN INTERIM BASIS

PASSED: 2004

WHEREAS Sections 407 (1) and (2) of the Municipal Act, S.O. 2001, c.25, as amended, authorize Council to pass a by-law authorizing the Municipality to borrow from time to time by way of promissory note or bankers’ acceptance such sums as Council considers necessary to meet the current expenditures of the Corporation for the year until the taxes are collected and other revenues are received, provided the amounts borrowed between January 1 and September 30 and between October 1 and December 31 of the year do not exceed fifty per cent (50%) and twenty five per cent (25%), respectively, of the total estimated revenues of the Corporation as set forth in the budget adopted for the prior year;

AND WHEREAS the Council deems it necessary to authorize the borrowing together with any similar borrowings that have not been repaid, a maximum of One Hundred and Thirty-Nine Million, Five Hundred Thousand Dollars ($139,500,000) during the period between January 1, 2004 and September 30, 2004, and a maximum of Sixty-Nine Million, Seven Hundred Fifty Thousand Dollars ($69,750,000) during the period between October 1, 2004, and December 31, 2004 in order to meet the current operating expenditures of the Corporation until the taxes are collected, such sums representing not more than fifty percent (50%) and twenty-five percent (25%), respectively, of the estimated revenue of the Corporation as set forth in the budget adopted for the prior year;
AND WHEREAS Council deems it expedient to pass a by-law for such purpose.

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

1. The Mayor, the City Treasurer or Deputy City Treasurer of the Corporation are hereby authorized under the seal of the Corporation, to borrow by way of promissory note or bankers acceptance, from any chartered bank or banks in the City of Kingston or any other person, firm or corporation, a sum not exceeding One Hundred and Thirty-Nine Million, Five Hundred Thousand Dollars ($139,500,000) between January 1, 2004 and September 30, 2004 and Sixty-Nine Million, Seven Hundred Fifty Thousand Dollars ($69,750,000) between October 1, 2004 and December 31, 2004, for the purpose of meeting the current operating expenditures of the Corporation until the taxes are collected.

2. Despite the provisions of section 1 of this by-law, the amounts which may be borrowed during the times and for the purposes mentioned in Section 1 of this by-law, together with the total of any similar borrowings that have not been repaid, shall not, except with the approval of the Ontario Municipal Board, exceed during the period between January 1, 2004 and September 30, 2004, and during the period between October 1, 2004 and December 31, 2004, fifty percent (50%) and twenty-five percent (25%), respectively, of the uncollected balance of the estimated revenues of the Corporation as set forth in the budget adopted for the prior year;

3. The Mayor, the City Treasurer or Deputy City Treasurer are hereby authorized to pay or allow the bank or banks or any other person, firm or corporation that lends money to the Corporation, interest on the sums borrowed at such rates of interest and on such other terms as may be arranged by the City Treasurer and adopted by Council.
4. The promissory note, or notes, debentures, covenants or agreements sealed with the seal of the Corporation and signed on behalf of the Corporation by the Mayor, the City Treasurer or Deputy City Treasurer, may be given to the said bank or banks, person, firm or corporation as aforesaid as security for the repayment of the amounts borrowed with interest thereon as aforesaid.

5. This By-Law shall come into force and take effect on its passing.

GIVEN FIRST AND SECOND READINGS
GIVEN THIRD READING AND PASSED

CITY CLERK  MAYOR
TO: Bert Meunier, Chief Administrative Officer
FROM: Lance Thurston, Commissioner, Department of Community Services
PREPARED BY: Greg Grange, Manager, Housing Division
DATE OF MEETING: 2004-01-06
SUBJECT: Shareholder Appointment to the Kingston & Frontenac Housing Corporation Planning Together II Advisory Committee

RECOMMENDATION TO COUNCIL:
WHEREAS City Council as the sole Shareholder in the Kingston & Frontenac Housing Corporation directed staff to review tenant issues and concerns at the Kingston & Frontenac Housing Corporation; and,

WHEREAS on June 24, 2003, Clause 1(a) of the Committee of the Whole recommended that Kingston & Frontenac Housing Corporation establish a Planning Together II Advisory Committee comprised of various tenant and community members and the Shareholder; and,

WHEREAS such appointment of the Shareholder to the Advisory Committee was placed on hold until the New Council was sworn in;

THEREFORE BE IT RESOLVED that City Council as the sole Shareholder of Kingston & Frontenac Housing Corporation appoint a member of City Council to the Planning Together II Advisory Committee.

ORIGIN/PURPOSE:
The intent is to appoint a member of City Council to the Planning Together II Advisory Committee as a representative of the Shareholder of the Kingston & Frontenac Housing Corporation.

OPTIONS/DISCUSSION:
In June 2001 the Council on Aging submitted a Background Paper to City Council entitled “Compatible Tenancy for Kingston Senior Citizens Requiring Rent-Geared-to-Income Housing.” Generally, the background paper focused on policies of Kingston & Frontenac Housing Corporation (K&FHC) surrounding safety and security in intergenerational buildings.

In response to policy issues at K&FHC the Housing Division prepared an in-depth report, “Integration of Traditional Senior Citizen Public Housing Projects”, Report CW057-2002. The report outlined the Planning Together process implemented by K&FHC in 1992-1995, which was an initiative undertaken by the Ministry of Municipal Affairs & Housing and Ontario Housing Corporation. It directed all provincial housing authorities to review existing policy and procedures of the Local Housing Authority with the goal of “improving the quality of life” for tenants who reside in public housing projects.
As a result of comments and tenant consultations policy recommendations were focused on six key areas:

- Tenant Participation in Decision Making
- Property Management
- Safety and Security
- Discrimination and Harassment
- Support Services
- Tenant Selection

The Housing Division has undertaken a review of the 1995 “Planning Together II Action Plan” in conjunction with management of K&FHC, tenant and community representatives who were involved in the initial 1992-1995 Planning Together Process. The general consensus was that the original “Planning Together” process was quite lengthy, bureaucratic, and costly regardless its productivity. It was recommended and approved by City Council that a scaled down version of Planning Together be implemented and undertaken with K&FHC as the lead.

Methodology focuses on two recommendations in the initial “Planning Together II Action Plan,” which have been identified as policy issues in the Council on Aging Report, specifically:

1. Tenant Selection & Transfer
2. Safety and Security

The most important issue is to evaluate the attained objectives in “The Planning Together Action Plan” and define new directions in public housing management, understanding that housing programs and housing management should always be planned with changing tenants’ demographics and needs in mind.

In addition, the new legislative framework prescribed under the Social Housing Reform Act, 2000 should be integrated into provider-tenant relations for effective community planning.

Planning Together II – “Planning Together II Advisory Committee”, will bring property managers, community representatives, and tenants into the process of decision making and future consolidated action. The benefits will be a planned approach to strengthening the tenants’ community living and promoting a healthy community at large for all residents. It will challenge property managers to bring Planning Together II outcomes into day-to-day property management operations and communications with tenants. Through the process of evaluation of achievements and setting new goals, Planning Together II will form a solid foundation for effective, sustainable property management, and focus on equitable and accessible public housing program delivery.

To accomplish this corporate goal Council endorsed the following:

1. K&FHC as the lead in this initiative
2. K&FHC will establish a community representative working group as an advisory committee to the K&FHC Board to make recommendations to the Board on policy change and enhancements
3. K&FHC will ensure a cross-section of tenants, K&FHC management, and Shareholder and community representatives on the committee
4. K&FHC will undertake two surveys which will focus on the following and provide the basis for policy review:
   a. Tenant Selection and Transfer
   b. Safety and Security, and
5. K&FHC will retain a qualified neutral third party individual on contract to co-ordinate the process in an unbiased manner
The Planning Together II Advisory Committee will be given an overall task to compile an action report for the Board of K&FHC and the City of Kingston as shareholder within 6 months. To assist with this task the Shareholder has provided funding in the amount of $20,000 to cover the cost of retention of a contract co-ordinator to provide neutral co-ordination of the overall project.

The Department of Community Services, Housing Division, is providing limited ad-hoc technical and administrative assistance through the Supervisor of Program, Policy, and Research, Housing Division and Policy and Support Services Manager, Commissioner's Office, to the Planning Together II Advisory Committee throughout the process.

Planning Together II is a new endeavor to evaluate the attained goals and define strategic directions in housing management to improve the quality of life in public housing. For better understanding existing housing needs and concerns, tenant representatives were nominated by their community to articulate priority issues and representatives from various community organizations were invited to share their knowledge and expertise in housing related field and community development. Communication framework as a foundation for the Planning Together II process and decision-making has been approved to listen to tenants’ voices.

Pre-planning phase with administrative set-up, preparation of reference materials, and recruitment of an Action Plan Co-ordinator was successfully completed in October. Two special orientation sessions for tenant representatives and Advisory Committee members were delivered to highlight Planning Together II activities. Planning Together II Advisory Committee continues monthly meetings to guide project activities according to the approved work plan. The attached chart shows status of completed on on-going tasks to be completed as scheduled.

EXISTING POLICY/BY-LAW:
There are no existing Policies/By-laws concerning this subject, on record, to date.

LINK TO THE STRATEGIC PLAN:
Kingston Community Strategic Plan identified the need to develop affordable housing strategy and find the solutions to accommodate housing needs of the community specifically targeted to youth, seniors, persons with special needs and low-income families.

FINANCIAL CONSIDERATIONS:
Overall cost of funding the Planning Together II process is estimated at $20,000 and allocated under the Housing Division 2003 approved budget. Proportionate share between the City of Kingston and the COUNTY OF FRONTENAC is as follows:

- City of Kingston $18,800.00
- County of Frontenac $1,200.00

CONTACTS:
Greg Grange, Manager, Housing Division, 546-4291 ext 1265
DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
* Francyne Givogue, Kingston & Frontenac Housing Corp.
* Mila Kolokolnikova, Supervisor of Program, Policy & Research, Housing Division
* Cheryl Mastantuono, Manager, Policy and Support Services
* Alan McLeod, Legal Services
* Comments received have been incorporated and/or revised in the report.

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

APPENDIX:
A. Planning Together II Action Plan Guidelines
B. Project Development Update (updated)

Lance Thurston,  
Commissioner, Department of Community Services

Bert Meunier  
Chief Administrative Officer
### Planning Together II - Project Development Update (revised)

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**Legend:**
- **Completed tasks/activities**
- **Scheduled tasks/activities**
Planning Together II:
Action Plan Guidelines

Preamble

City Council as sole shareholder direct the Kingston & Frontenac Housing Corporation to revisit the original Planning Together document and establish an advisory committee “Promoting Healthy Communities” to review the existing housing policies of Kingston & Frontenac Housing Corporation and provide an Action Plan Report back to City Council as recommended in report No. 03-091.

The Action Plan is to be developed in response to the City Council Resolution being Clause 3, Report No. 103 as follows:

THAT IT BE RESOLVED THAT Council adopt the consensus recommendation of the Rural/Urban Liaison Advisory Committee (RULAC) directing staff of the Department of Community Services, Social Housing Division, in association with staff and the Board of Directors of the Kingston & Frontenac Housing Corporation, to bring back a report on the Planning Together process or come up with an alternative process to deal with the issues presented that involves all community stakeholders involved in this issue, including the Council on Aging (COA) and the residents of the Van Order Drive apartments administered by the former Kingston & Frontenac Housing Authority in addressing on-going tenant issues and concerns, including a financial assessment.
1. Introduction

The purpose of this document is to establish a set of guidelines and supporting materials that will lead K&FHC in project implementation and will assist in the preparation of the strategic Action Plan which will be developed in consultation with the community.

Planning Together II Guidelines will assist in making progress through the following phases:

- Pre-planning phase
- Developing Consultation Framework
- Data Collection and analysis
- Developing Action Plan
- Reporting

The goal of Planning Together II is to encourage and support local planning to meet community interests and needs. It will be based on partnerships between people who live and work in public housing and the community. As a part of the Planning Together II process, a working group will be established as an advisory committee to the Kingston & Frontenac Housing Corporation (K&FHC) Board to make recommendations on Action Plan development.

The Planning Together II objective is to evaluate the attained goals and define new directions in housing management, understanding that housing programs and housing management must be planned to adhere to changing demographics, legislative framework, property management, and tenant relations.

Planning Together II will bring property managers, community representatives, and tenants together to create a planned approach in strengthening the tenants' community living and the neighborhood at large.

As the Planning Together II outcome, an Action Plan with outlined vision and proposed strategies, will form a solid foundation for effective, sustainable property management and public housing program delivery.
2. Background and Context

The Planning Together process was initially implemented by K&FHC in 1992-1995. It was an initiative undertaken by the Ministry of Municipal Affairs & Housing and Ontario Housing Corporation which directed all provincial housing authorities to review existing policy and procedure. The goal was to improve the quality of life for tenants who resided in public housing projects.

Original policy recommendations, as a result of comments and tenant consultations, were focused on six key areas:

- tenant participation in decision making;
- property management;
- safety and security;
- discrimination, racism and harassment;
- support services and
- tenant selection and transfers.

The Housing Division has undertaken a review of the 1995 approved “Planning Together Action Plan”. The review was completed jointly with management of K&FHC, tenants, and community members involved in the initial 1992-1995 Planning Together Process who are still residing/working in the Kingston community. The general consensus as a result of this preliminary consultation was to revisit Planning Together through a scaled down version.

The City of Kingston authorized the Department of Community Services, Housing Division, to flow funds to Kingston & Frontenac Housing Corporation to fund the Planning Together II initiative to revisit the Planning Together document in consultation with the community partners and define strategic actions.

Planning Together II will focus on two recommendations in the initial “Planning Together Action Plan,” which has been identified as policy issues in the Council on Aging Report, i.e.

- Tenant Selection & Transfer
- Safety and Security

The timeline for Action Plan development is attached as Attachment #1.
3. Pre-planning phase

This initial phase involves communication with K&FHC management team, action plan tools development, communication with the former Advisory Group set-up of the Planning Together II Advisory Committee, and recruitment of an Action Plan Coordinator.

Building a team takes time and effort. Because of the tight timeline in which the Action Plan is to be completed, community representatives will be invited to have a better representation of all interested community groups, as follows:

- Seniors Association of Kingston (1 representative)
- Council on Aging (1 representative)
- Kingston & Frontenac Housing Corporation (2 representatives)
- North Kingston Community Health Centre (1 representative)
- Kingston Police (1 representative)
- Tenants of K&FHC (4 representatives)
- City Council (1 representative)
- Community Homeless and Housing Advisory Group (1 representative)
- Representative from Planning Together I Advisory Group (1 representative)
- Frontenac Community Mental Health Services (1 representative)

The tasks of the local advisory committee are both challenging and complex. It will be necessary to spend some time at the beginning of the process to identify and organize specific activities needed to be accomplished.

- As a group, the local advisory committee will review the Planning Together I document, and identify the key issues in tenant selection and safety/security. The committee must consider changing demographics and community needs.

- Since each community is unique, these two issues will have different relevance to each of the group’s involvement. The advisory group will prioritize tenant selection and safety issues to be addressed in tenant surveys.

- The Advisory Committee will review specific tasks in developing the Action Plan outlined in the Planning Together II Report, i.e. gathering ideas and opinions from the local community about the key issues and activities described in Planning Together, setting priorities for action, reviewing the Action Plan, etc.

- The Committee may consider establishing work teams or subcommittees to help divide the work.

- The Committee will be involved in the recruitment process of the Action Plan Coordinator
- The Action Plan Coordinator will facilitate discussions and will encourage people with different skills to participate in the action plan development.

- If it is found that the committee lacks skills in specific areas, additional community representatives may be invited.

- The Advisory Committee members will determine what arrangements or resources will be needed to carry out Planning Together II tasks.

- The Advisory Committee will organize the Planning Together II workplan in the most efficient way possible. For example, if a survey is to be carried out to identify maintenance as well as safety and security expectations try to address both of these issues in the same survey.

- The Advisory Committee will consider planning different outreach methods for the different issues to get a broader cross-section of opinions. Some committee members may prefer to choose one single method for gathering input on pre-selected key issues.

- The Advisory Committee will keep the community agencies and organizations informed about the decisions made or recommended action through the communication plan determined by the Advisory Committee members.

Recruitment of the Action Plan Coordinator will be undertaken by the Advisory Committee and K&FHC. A proposed job description is attached as Attachment 2.
4. Developing Consultation Framework

In order to set up the Planning Together consultation framework, resource tools are provided for the orientation/training session and include the following:

- Roles of Advisory Committee members and Action Plan Coordinator
- Guidelines on Conducting Advisory Group meetings with templates
- Meeting Code of Conduct
- Group decision making
- Communication plan

To address housing needs, tenant selection and safety/security issues, critical areas of intergenerational tenancy, Planning Together II will involve on-going consultation with the Advisory Committee which represents property management, tenants, and local community groups.

Resource tools attached as Attachment 3 include the following:

Resource Sheet 1 – Local Planning Committee – Members’ Roles
Resource Sheet 2 – Conducting Meetings
Resource Sheet 3 – Code of Conduct
Resource Sheet 4 – Overcoming Communication Barriers
Resource Sheet 5 – Group Decision-Making
Resource Sheet 6 – Communications Plan

5. Data Collection and Analysis

Analysis and research is a foundation for assessing integrated communities and will include literature review, two surveys on tenant selection and safety/security, and statistical analysis of primary and secondary data. The source of the data will be collected from K&FHC tenant records, the Social Housing Registry and other relevant information. The gaps/barriers in assessing integrated housing projects will be identified and the best practice in tenant selection and safety/security will be considered. Questionnaires will be designed in consultation with the Advisory Committee to address tenant selection and safety and security issues.
Note:

- A sample of tenant satisfaction survey will be provided at a later date
- Reference Directory is Attached as # 5 and to be continued.

6. Developing Action Plan

In developing recommendations for the Action Plan with outlined vision, guiding principles and proposed strategies, the Advisory Committee will analyze various scenarios for several K&FHC projects (proposed approach is shown in the flowchart).

Based on comparative analysis, the Advisory Committee will identify and evaluate:

- Rationale for tenants' selection to provide suitable housing for seniors and older adults; compatibility aspects.
- Tenant selection constraints and associated costs to accommodate housing needs of seniors and older adults
- Safety and security measures to improve quality of living in intergenerational communities

Planning Together II envisions strengthening neighborhoods by enhancing desirability or attractiveness of intergenerational contacts in residential environment. Based on the analytical part of the project, several scenarios will be developed to accommodate potential intergenerational housing needs under the public housing program and supportive housing provision for independent living. As a result, guiding principles will be established with implementation strategies and proactive social housing management.

Recommendations on tenant selection, safety and security measures will be based on a selected scenario for Action Plan which will summarize proposed methods to be incorporated in public housing management and business operations.

Proposed strategies will be developed through intensive consultation with the Advisory Committee and tenants. The flowchart is attached as Attachment #4.

This approach gives the Advisory Committee the opportunity to:

- Share its work with the public housing community;
- Receive feedback and comments;
- Determine if it has addressed all of the issues identified; and
- Make adjustments or necessary clarifications to the draft plan.
Some of the ways the Action Plan may be reviewed include:

- Holding a follow-up community information meeting where people are given the opportunity to make comments;
- Photocopying and distributing the Action Plan to the public housing community for comments.
- Publishing a summary of the key points in the Action Plan in the K&FHC newsletter, and asking tenants and the community at large to comment by phone or in writing.

7. Reporting and Finalizing Action Plan

Reporting throughout the course of the Planning Together II process is critical to the project and its implementation.

Advisory Committee meetings on a monthly basis will be arranged by the Action Plan Coordinator to facilitate project activities and consult with a group. Monthly updates on progress must be prepared to the Advisory Committee Members.

Intermediate reporting upon the results of 2 surveys and scenario development to be submitted to the Advisory Committee Members.

Involvement of the Advisory Group in finalizing the Action Plan:

- After reviewing the Action Plan with the public housing community, the Advisory Committee should complete the Action Plan and attach a summary of the key comments received from the community. It should then be submitted to the housing corporation board for review and comment.

- If the housing corporation board identifies problems in carrying out specific activities, it may make modifications. However, any modifications of the Action Plan proposed by the board must meet the requirements set out in Planning Together II.

- After reviewing the Action Plan and recording its comments and modifications, if any, the K&FHC Board should formally endorse implementation of the Action Plan and return the Plan to the Advisory Committee.

- If the K&FHC Board can make modifications to the Action Plan, the local advisory committee may request a meeting with the board to discuss these or to resolve any differences or concerns. The Advisory Committee may choose to incorporate the Board's modifications into the Action Plan or they may record their comments to the Board's changes.
The Action Plan will include:

- A summary description of the work undertaken by the committee in developing the Action Plan;
- Recommendations on tenant selection and safety/security measures based on selected scenario(s);
- A summary of the comments received from the community during the review process;
- The comments of the K&FHC Board as well as any modifications made; and
- The concluding comments of the Planning Together II Advisory Committee.

Once the Action Plan is complete as described above, it will be presented to the Kingston & Frontenac Housing Corporation (K&FHC) Board of Directors and following approval to the City of Kingston, Department of Community Services, Housing Division.

The final Action Plan will be submitted and presented by K&FHC to City Council. The City of Kingston, as the Service Manager, will acknowledge in writing receipt of the Action Plan and review the Action Plan and any changes for the purpose of:

- Responding to the Kingston & Frontenac Housing Corporation (K&FHC) Board stating whether the Action Plan meets all the requirements outlined in Planning Together II.
- Identifying policy and program barriers that need to be addressed; and
- Initiating policy and program activities which would support implementation of the Action Plan.
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Attachment 2

Action Plan Coordinator

JOB DESCRIPTION

The Planning Together II Action Plan Coordinator position, inclusive of benefits, will be a contract position, based on 25 hours/week at $20/hour for 25 weeks approximately.

The role of the Action Plan Coordinator is to facilitate the Planning Together II activities in order to develop an Action Plan with proposed strategies for the further implementation in project management and day-to-day operations.

RESPONSIBILITIES:

- To facilitate the implementation of the activities outlined in The Planning Together II framework under the direction of the General Manager of K&FHC and in consultation with members of the Planning Together II Advisory Committee.

- To facilitate project activities of the Advisory Committee on priority issues and consult with members of the Committee in the process of data collection and developing recommendations.

- To conduct two surveys to address priority issues: (1) Tenant Selection and Transfer; (2) Safety and Security

- To collect and analyze data

- To communicate regularly to the K&FHC Board on Planning Together II activities and recommendations.

- To prepare updates to K&FHC newsletters to disseminate project information to tenants

- To finalize a report with Action Plan to be presented to the Board of K&FHC for approval.

- To present final report to the Council.

The complete and continuous involvement and communication to tenants, community agencies/organizations, The Social Housing Registry, and Housing Staff is essential to this position.
2. Resource Tools

Planning Together II Advisory Committee – Members Roles

Committee Members

The Purpose of the local advisory committee is to bring people together as a team to develop an Action Plan to meet the requirements set out in Planning Together II. This task is expected to be completed by April 2004. In addition to attending Committee meetings, members may need to undertake various tasks, including: hiring of Action Plan Coordinator, focus group discussions, brainstorming sessions, or representing the committee at other community forums, etc. Committee members are also responsible for making sure that the group they represent is kept informed on the committee’s activities.

Action Plan Coordinator

Action Plan Coordinator has a responsibility to ensure that:

- The work of the Advisory Committee is done in a productive way and according to the timeline;
- Guidelines or rules for order are set and followed;
- Regular meetings are called and scheduled;
- Agendas for meetings are prepared, circulated in advance and followed;
- If necessary, coordinate representation of the Advisory Committee at other community forums.
- Minutes from committee meetings or from important committee decisions are recorded;
- Notices of meetings, copies of the minutes and other correspondence are sent to committee members and the service manager;
- All correspondence, reports and other documents that relate to the committee’s business are kept; and
- The membership and mailing lists are kept up-to-date and made available to other members.
Conducting Meetings

It is important that all of the necessary business is completed in the committee meetings. Everyone in the group should understand the process.

Content and Tone of the Meeting

The meeting needs to have a clear purpose. The purpose needs to be discussed so that everyone understands what it is and is working towards the same goals. To encourage the participation and comfort of everyone that chairperson(s) should make sure that:

- The meeting focuses on the objectives set out;
- The Chair remains neutral and objective;
- All persons feel at ease, are respected and free to speak;
- All aspects of an issue are fully discussed;
- Everyone has an understanding of the issues being discussed and the possible consequences of the decisions to be made;
- The agenda is covered;
- Avoid a meeting if the same information could be covered in a memo or e-mail; and
- Differentiate between the need for one-way information dissemination and two-way information sharing.

The Meeting Room

The meeting room should be:

- An appropriate size for the number of people in the group;
- Have good lighting and air control;
- Have acoustics that are adequate so that everyone can hear;
- Accessible to people with disabilities; and
- Equipped with a table, comfortable chairs and enough supplies for everyone who attends; extra copies of documents previously sent out as well as pencils, pens and writing paper should be made available.
Chairing a Meeting

The effectiveness of a successful meeting depends on the skills of the chairperson(s). The following list highlights some of the key aspects of good meeting management.

An effective chairperson:

- Respects the rights, opinions and skills of each individual and makes sure that no one person dominates the discussion;
- Listens;
- Clarifies and summarized the discussion;
- Observes both verbal and non-verbal behaviour and is sensitive to the needs of the committee members;
- Is aware of who has spoken and who has not and encourages each individual to voice his/her viewpoint;
- Recognizes that he/she may have to help resolve conflict within the group;
- Can evaluate the importance of each topic. Some items on the agenda will not generate a lot of discussion whereas other items will create more discussion. The role of the chairperson is to judge and allot the time needed to cover each item; and
- Acknowledges the work and efforts of all the members.
Planning Together II Advisory Committee

Date:
Time:
Location:

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**Agenda**

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<tr>
<td>Approval of the Agenda</td>
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<td>Approval of the Minutes from Business Arising out of the Minutes</td>
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<td>12. Items Tabled for Upcoming Meetings</td>
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</table>

Next meeting Date:

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cc. Lance Thurston, Commissioner, Department of Community Services
# Planning Together II Advisory Committee

## Minutes

Date –
Location –

In Attendance:
Members –
Regrets –

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<tr>
<th>Meeting called to Order at (time)</th>
<th>Action</th>
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<tbody>
<tr>
<td>1. <strong>Approval of Agenda</strong> - approved by (Name of member)</td>
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<td>2. <strong>Approval of Minutes from (last meeting)</strong> - approved by (Name of member)</td>
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<td>3. <strong>Business Arising from Last Meeting</strong></td>
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<td>11. <strong>Items Tabled for Next Meeting Agenda</strong></td>
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Meeting adjourned @ (Time).

Next Planning Together II Meeting (Date, Time, and Location)

**All meetings are open to the public.**

**Specific issues should be addressed added to agenda in advance.**

Lance Thurston, Commissioner, Department of Community Services
Establish a Code of Conduct for meetings and enforce it:

- Encourage participation, call upon people for their comments;
- Stay focused, do not allow a committee member to hijack the meeting with own agenda;
- Discourage "heated" discussions and aggressive behavior;
- All committee members respect individual points of view and ideas;
- Listen carefully, ideas may come up in the form of a question;
- Allow constructive criticism;

- Establish rules for interacting with one another and showing respect for member's view points (i.e. no shouting, silencing, name calling, racist comments or other discriminatory behaviour);
- Encourage full and meaningful participation of all members;
- When a misunderstanding occurs it is important to acknowledge that it exists and deal with it immediately; and
- The Action Plan Co-ordinator should facilitate meetings and help clarify misunderstandings.
Communication – occurs when people interact in an effort to send out and receive messages.

Effective communication is a process in which: 1) the listener needs to make sure he/she has understood what has been said and 2) the speaker needs to make sure that the meaning of what he/she has said is understood.

Often, barriers get in the way of hearing and a misunderstanding of what has been said can occur. The following is a list of the most common communication barriers that occur:

Communication barriers

1. PREOCCUPATION – people are thinking about other issues and are not concentrating or listening to what is being discussed.

2. "SNAP" JUDGEMENTS – The tendency to form first impressions of other individuals. We should strive towards an objective approach and get further information before we praise, condemn or reach a final conclusion characterizing someone.

3. PREJUDICE – A preconceived notion or judgement resulting from a misunderstanding, from experience or learned behaviour. Often, prejudice is caused from not enough knowledge about an issue or group of persons.

4. LACK OF APPRECIATION FROM OTHER PEOPLE’S DREAMS AND IDEAS – It is important to realize that people have their own dreams and ideas. If these are not recognized, it is impossible to understand one another and have sympathetic “meeting of the minds”.

5. PHYSICAL ENVIRONMENT – Physical surroundings can have a negative impact on a person’s ability to express him or herself and on one’s ability to hear and understand a message correctly. Noise levels, seating arrangements, acoustics, and lightening can affect our ability to communicate.

Listening is a learned skill. Learning how to be a good listener takes time, patience, practice and effort.

In addition to communication barriers, certain behaviour patterns can also disrupt communication in group situations. On the following page there is a chart illustrating some of the most common group discussion problems. You may find it helpful to review these and to consider the following possible solutions.
### Common Group Discussion Problems

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solution</th>
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<tbody>
<tr>
<td><strong>The “Rambler” Group member who talks constantly.</strong></td>
<td>Interrup and summarize what he/she has said.</td>
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<td>Use the objectives of the meeting to focus him/her e.g., “I don’t think what you are saying relates to our objective,” or ask him/her how it relates.</td>
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<td>Ask him/her to summarize what he/she has said.</td>
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<tr>
<td><strong>Several people trying to speak at the same time.</strong> (Loud and noisy meetings)</td>
<td>Intervene and insist that only one person speak at a time.</td>
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<td>Keep a writing pad handy. Acknowledge and record the order of the speakers. Be sure to follow this order.</td>
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<td>Encourage group members to write their ideas on a notepad until it is their turn to speak.</td>
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<tr>
<td><strong>Private or “side” conversations. Group member making comments out of turn or engaging others in conversation.</strong></td>
<td>Direct a question to the group member involved.</td>
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<td>Ask the talker (involved in the “side” conversation) to share his/her ideas with the group.</td>
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<td></td>
<td>Stop the acknowledged speaker until the private conversation stops.</td>
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<td><strong>The Shy member.</strong></td>
<td>Be sure to give credit to all of the ideas given by the group members.</td>
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<td></td>
<td>Make a special effort to encourage the shy person to speak.</td>
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<td></td>
<td>Do not put the shy individual on “the spot”.</td>
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<tr>
<td><strong>The Attention-seeker. He or she continually asks for clarification of a point and prevents the discussion from moving forward.</strong></td>
<td>Refer questions back to him/her asking “What do you think?”</td>
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<tr>
<td><strong>Meeting goes on endlessly.</strong></td>
<td>Enforce time limits.</td>
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<td>Keep the group aware of the time.</td>
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<td>If time is “running out” determine how to schedule the rest of the meeting.</td>
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</table>
Decisions need to be made at every step of the local planning process. Decision-making is a process involving a number of steps. For the process to work successfully in a group setting, each step requires the participation and interaction of all members.

Six Key Steps to Group Decision-Making.

1. Identify the problem. It may be useful to ask questions such as: How do you see the problem? What is causing the problem? People can then begin to clarify and define the problem.

2. Look for alternative solutions. All suggestions should be considered without criticism by the group. Brainstorming is a useful technique used by groups to come up with new ideas.

   In a brainstorming exercise, people think of as many ideas as possible. It is important to avoid the tendency of discussing or evaluating ideas as they come up. Focus on the problem and have people call out or write down as many ideas as they can think of that might resolve the problem. Choose a person to record all of the ideas on a flipchart or blackboard. Another method is to go around the room and get one idea from each person. It is important to continue to do this until people run out of ideas. (Sometimes the most “far-fetched” ideas inspire the best solutions).

3. As a group, explore the pros and cons of each idea.

4. Choose the best possible solution.

5. Decide who needs to do what, when and how then decision will be carried out.

6. Evaluate the outcome of the decision. This is usually done once the action has been carried out.

Choosing a solution can be done by voting, using either a secret or public ballot. A more informal or “relaxed” group may be able to reach agreement by general discussion. It can also be done by consensus.

When a group must make an important decision that requires the commitment of all members, consensus is the best approach. To reach a consensus, group members share ideas, discuss and evaluate, debate, organize and prioritize ideas to reach the best conclusions. Reaching a consensus is the act of gaining general agreement. A good test for consensus is to ask the question “Can you support this decision?” “If everyone can support it, the group has achieved a 100% consensus.

Consensus is not necessarily the best approach for all decision-making.
Consensus takes time and is a process that cannot be rushed.

Whatever method your group uses to make decision, the critical point is that each member has had the opportunity to participate in making the decision. If everyone does not contribute, it may be difficult to carry out the solution.

There will be occasions when group members will not agree about an issue. As long as this does not occur frequently, groups will need to recognize when they will have to “drop” an issue or move on to the next task without a solution.
Once the Advisory Committee is formed it is important to decide how you will share information with the public housing community.

**Initial Communication**

People should receive an announcement informing them about the following:

- Membership of the committee (on a list, if consent is given, otherwise a note about the number of people on the committee and the breakdown in terms of representation);
- General information about the committee and proposed plans of the committee;
- Committee’s plans for communicating to the community at large; and
- Dates and locations of future committee meetings.

In order to reach tenants specifically, these announcements may be delivered door-to-door to each tenant’s household. Where this is not possible, the following could be done:

- An announcement could be sent to all known tenant groups and organizations;
- An announcement could be posted in common areas within housing communities (i.e., lobby/recreation rooms, bulletin boards, laundry room waiting areas, housing corporation offices);
- An announcement could be published in tenant, housing corporation or community newsletters; and
- An announcement could be made on local television or radio stations, especially if there is a community news program.

Other groups represented on the local planning committee should think about the best way of communicating with their group i.e. memos can be circulated to all housing corporation board members and staff, etc.

**On-going Communication**

Information about key activities of the local planning committee need to be shared on an on-going basis. Some ways of carrying out this communication are listed below:

- Copies of the minutes from local planning committee meetings could be sent to tenant associations and local tenant groups. Tenants living in “scattered units” will need to have the information directly mailed to them;
- Copies of the minutes from the local planning committee meetings could be posted in public areas;
- Notices of upcoming committee meetings could also be posted,

- Informal announcements could be published in tenant, housing corporation or a community newsletter on a regular basis;

- In smaller communities, for example Verona telephone communications to be organized. (Conference calls, personal notification, etc.).

The Advisory Committee should review its communication practices to make sure that they are reaching everyone in the public housing community.

Once the Advisory Committee has completed a draft of the Action Plan, all interested parties should be given the opportunity to comment on the document. Announcing the availability of the report can be done by using the same methods as noted above to “circulate the message”.
Attachment 4.

Proposed Scenario Development

Tenants Participation in Two Surveys

Questionnaire Design

Data collection & Analysis

Advisory Committee

Scenario Development & Modeling

Scenario A

Scenario B

Scenario C

Pros/Cons Comparative Analysis

Preferred Scenario on Action Plan

Strategies

Tenant Selection

Safety & Security

Final Report

Advisory Committee

K&FHC Board
Reference Directory

Programs for Seniors and Younger Population

**Canada**

1. **United Generations Ontario** is an umbrella organization that provides an "organizational home" for hundreds of agencies involved in outreach to young and old. Web site is designed to complement the publication "Between Generations" and to expand the base of knowledge and awareness about intergenerational programming in Ontario and other parts of Canada.
   [http://www.intergenerago.org](http://www.intergenerago.org)

2. **Toronto Intergenerational Partnership** in "Facts about intergenerational programs"
   They have established intergenerational connections between 70 schools and 60 social and community agencies serving older adults.
   [http://www.intergenerago.org](http://www.intergenerago.org)

3. **The Generation Connection Society**
   The Generation Connection Society (GCS) is a volunteer, non-profit society whose purpose is to develop educational programs and resources which foster positive intergenerational communication, help increase self esteem and promote greater personal and social responsibility. They have produced a series of documentary videos covering a wide range of intergenerational issues, and produce workshops in collaboration with schools, senior centers and other community organizations.

4. **Canadian web Link on seniors and aging**
   [http://www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)

**UK**

5. **Economic and Social Research Council:** Population and Household Change Program is represented by study "THE FAMILY AND COMMUNITY LIFE OF OLDER PEOPLE: SOCIAL NETWORKS AND SOCIAL SUPPORT IN THREE URBAN AREAS"
   [http://www.brookes.ac.uk](http://www.brookes.ac.uk)

6. **Undercliffe Mutual Aid Housing Association, Bradford**
   The Housing Social Innovations Award 1997 goes to the Undercliffe Mutual Aid Housing Association's plans to incorporate a 'mutual aid' clause in all the tenancy agreements, whereby people will be under an obligation to offer their services to the local community.
   [http://globalideasbank.org/GIB/crespec/CS-37.HTML](http://globalideasbank.org/GIB/crespec/CS-37.HTML)

7. **Institute for Volunteering Research:**
   The experience of older volunteers in intergenerational school-based projects
   [http://www.ivr.org.uk/bulletins.htm](http://www.ivr.org.uk/bulletins.htm)

**USA**

8. **Intergenerational volunteering**
   Intergenerational volunteering programs match senior citizen retirees with schoolchildren and youth who need extra attention and will benefit from forging a strong relationship with an older adult.
   [http://www.seniorservices.org](http://www.seniorservices.org)

9. **Illinois Intergenerational initiative**
   [http://www.siu.edu/offices/iii/](http://www.siu.edu/offices/iii/)

10. **Generations together:**
    Intergenerational studies program, University of Pittsburgh
    [http://www.gt.pitt.edu](http://www.gt.pitt.edu)

11. **Temple University Center for Intergenerational Learning**
    [http://www.temple.edu/CIU/](http://www.temple.edu/CIU/)
12. Retirement and intergenerational Study laboratory
The Strom Thurmond Institute of Government and Public Affairs is a Public Service Activity (PSA) of Clemson University, South Carolina, provides research on the social, cultural, economic, and political impacts of retirees across the state and nation, as well as their potential as significant contributors in the lives of America's youth.
http://www.strom.clemson.edu/teams/rsil/index.html

13. New Jersey Intergenerational network
http://www.stockton.edu/-niin/frame.html

14. Generations United (GU) is the only national organization that focuses solely on promoting intergenerational strategies, programs, and policies.
http://www.gu.org/

15. Brookdale Center on Aging of Hunter College (Intergenerational Programs)
Responsible for developing, administering, evaluating, and publishing pilot projects that link young and old New Yorkers for their mutual benefit.
- Intergenerational Life History Project: high school students are linked to homebound elderly.
- Intergenerational Language Learning: senior citizens who are native speakers of foreign languages help Hunter College undergraduates improve their ability to speak and understand foreign languages.
- Intergenerational World War II Veterans Project: links veterans of World War II with undergraduates and high school students for the purpose of helping the students gain a better understanding of the period both in the military and on the home front.
- Intergenerational "Remembering Old New York" Project: linked high school students with retired working class people who had lived most of their lives in New York City.
- Intergenerational Program for Health Careers in Aging: links high school students with nursing homes and hospitals with the purpose of helping students clarify their career goals and to help recruit youth into the field of gerontology.
http://www.brookdale.org/

Types of housing for elderly – Concept of Aging in Place
Reasons to move are varied and sometimes hard to identify:
- To be near children (70% of those 65+ live within 1 hour of a child).
- To match home's facilities to senior's faculties.
- Avoid stairs in a home.
- Home is too large or costly to maintain.
- Home may not meet present needs, physical or otherwise.
- Assets are tied up in the home and cash is needed.
- Don't drive and available transportation is not adequate.
- Retired and looking for new lifestyle.

Active seniors, seen as move-down buyers may be moving down, not in size, but in their home maintenance. Since 1960 the trend has been to move from cities to rural or suburban settings with warmer climate and recreational opportunities (Fuguitt and Beale, 11/93, Journal of Gerontology). Recently we see more active senior communities, apartments and complexes for the elderly, offering medical care components, "infilling" in older neighborhoods. An opportunity to move to nearby metro or suburban located senior communities offers the chance to right-size lifestyle without giving up proximity to friends and the familiar. As seniors remain in their homes until they are in their late 70's or 80's, when they do relocate, they want to stay close to their home of many years. Long distance moves occur when seniors want to be closer to adult children, siblings, or other close relatives, or go back to where they grew up or once lived. Relocating seniors find satisfaction in their new location if they have common interests with other residents or neighbors and can have friendly, helpful people around them.

Relocating Options
http://www.seniorresource.com/house.htm#cong

Congregate housing is a package of housing and services for seniors who no longer can or want to continue living independently. It includes individual residential units; large communal areas for dining, socializing and activities; project design to accommodate seniors as they age; and a package of non-medical services such as meals, housekeeping and recreation services. There are currently six congregate housing projects in Vancouver, and seven proposals in the rezoning or development process.
On the issue of affordability, congregate housing units are currently renting at rates of $1,000 to $5,000 per month, with few units available at the lower rates. An amount of $1000 is not affordable to a truly low income senior and this type of housing will not be available to such seniors until government subsidy is available. For a senior who receives maximum OAS and GIS benefits, plus SAFER, $1000 is barely affordable. It is difficult to ascertain what percentage of the seniors population can afford units costing $2,000 and up. The median income for seniors in the Vancouver Census Metropolitan Area is only $18,000, making congregate housing generally not affordable, based on seniors' incomes. However, many seniors have equity in their homes and some may be able to meet the costs of congregate housing by combining income with funds from the sale of their home.

16. Age Restricted "Retirement Communities"
A senior community can be like any other neighborhood or community except restricted to people usually 55 or over, or 62 and over. Differences in minimum age is usually established when the original community entitlement and funding is obtained. Those with a 55+ restriction require one resident to be 55+. Other residents must be over 18, but are permitted to be younger than 55. In a 62+ community all residents must meet the age requirement. HUD regulations used to require amenities, activities and services that cater to seniors to be provided or available. Although no longer required by law, to be competitive and attractive to a retirement lifestyle, age restricted communities are continuing to offer amenities, activities and services that cater to residents.
Retirement Communities are oriented toward an active lifestyle, or "younger thinking" seniors. They might offer golf, tennis, swimming pool and spa, exercise rooms and a variety of clubs and interest groups.

17. Seniors Only" Apartments
Some older seniors sell their homes of many years and move to an apartment. This frees up equity that can then supplement income, from interest or dividends earned or by the expenditure of capital. The move frees seniors from home maintenance.

18. Modular Home Communities
Modular Home Communities have full time residents or ones who reside only part of the year with them. Part time residents may be "snowbirds" coming for three months or a bit longer. The lots and the mobile units (which are not really very mobile) may be leased to, or owned by, the residents.

19. ECHO Housing (Elder Cottage Housing Opportunity)
Elder Cottage Housing Opportunity, Accessory Units, Granny Flats refer to a housing opportunity where seniors occupy a second family living unit or apartment with a separate entrance, on a single family lot, with another family. Generally they are permitted by the jurisdiction to foster affordable housing, or aid families with elderly parents unable to live completely alone. The owner of the home and lot may be a senior, or the "renting" party may be seniors.

20. Shared Housing
Seniors can share their home, or share the home of another. The roommate need not also be a senior. Professional organizations which specialize in these arrangements match the two parties based on needs on one side with abilities to provide on the other side. They screen before matching and follow up afterwards to help the match work out. Most organizations who do this are non-profit and supported from sources other than those seeking their help. Seniors who share their home, are Aging In Place, and should understand the planning that will help to do it successfully.

21. Continuing Care Retirement Communities (CCRCs)
Continuing Care Retirement Communities (CCRCs) or communities offering Life Care are designed to offer active seniors an independent lifestyle and a private home from which to enjoy it, regardless of future medical needs. They may require buy-in, or an up-front annuity purchase followed by monthly payments covering services, amenities and needed medical. The buy-in may be refundable in part, or not at all. They provide the availability of multiple levels of care, without the uncertainty of wondering where you will live.

22. Congregate Housing
Congregate communities offer independent living in private separate apartments, and the opportunity to share activities of daily living with other residents as one chooses. They may offer rental or ownership units.

23. Assisted Living
Assisted Living (or Residential Care For the Elderly/RCFE) offers help with non-medical aspects of daily activities in an atmosphere of separate, private living units. It can be likened to Congregate living for residents less able to function independently in all aspects of their daily lives. In some states licensing is required.

24. Board and Care, Residential Care or Foster Care
Board and Care is usually offered in what may appear as a converted home. It provides a homelike setting with supervision and care for 4-10 residents (Foster care, available in some states is limited to 2 residents).
25. **Skilled Nursing Facilities**
Skilled Nursing Facilities may be freestanding, or part of a senior's community offering any or all of the following:
- Congregate
- Assisted Living
- Continuum of Care

It may specialize in Short Term or acute nursing care, intermediate or long term skilled nursing care.

26. **Alzheimer's Facilities**
Early stage Alzheimer's patients may be accommodated in a Congregate or Independent wing of a multi-level campus. Many Assisted Living Communities will accept and successfully house early stage residents. As the disease progresses patients develop argumentative behavior, "sun downing" and wandering habits. Generally the communities best equipped to deal effectively with this middle stage patient are Alzheimer Communities.

27. **Senior Day Care**
Senior Day care varies from "custodial care" with programs for stimulation and rehabilitation to day care providing medical care and procedures.

28. **Senior Short Term Housing (Vacations and Snow birding)**
Senior Short Term Vacation Housing offers the chance to try before you buy. It allows one to take advantage of a senior community in a distant location. People too frail for the rigors of hotels and restaurants for multiple days, can vacation at a slower pace with needed care available to them.

**Cost Comparisons**

Compare senior housing options with costs of aging in place.
TO: Bert Meunier, Chief Administrative Officer

FROM: Terry Willing, Acting Commissioner, Planning & Development Services

PREPARED BY: Donald R. Brodie, Development Technologist, Engineering Division

DATE PREPARED: December 22, 2003

DATE OF MEETING: January 6, 2004

SUBJECT: Greenwood Park Subdivision, Phase 5, Stage 2
Release of Easement

RECOMMENDATION:

That Council authorize the Director of Legal Services to release the drainage easements registered as instrument # FR524016 covering Part 1 on 13R-16927 and instrument # LT63000 covering Parts 15, 16, 17 and 18 on 13R-17011.

ORIGIN/PURPOSE:

The former Township of Pittsburgh entered into a subdivision agreement with the developer for construction of Phase 1 of the Greenwood Park Subdivision in 1986. As part of the subdivision works, a temporary drainage ditch and storm water pond was constructed from the Phase 1 boundary to the drainage outlet at Highway 15. It was the intention for the drainage ditch and pond to remain in place until the drainage was picked up in a storm sewer and new storm water pond with construction of the future subdivision phase currently known as Phase 5. The former Township obtained an easement for the drainage ditch and storm water pond through the subdivision agreement.

The construction of Greenwood Park Subdivision Phase 5 was divided into Stage 1 and Stage 2. The underground services for Phase 5, Stage 1 have been completed and the construction of the Phase 5, Stage 2 storm sewer works is now complete. As a result, the City of Kingston is now in a position to release easements identified on instrument #FR524016 and #LT63000.

OPTIONS/DISCUSSION:

The development of Phase 5, Stage 1 of the Greenwood Park Subdivision included the construction of storm sewers and a new storm water management pond to replace a portion of the drainage ditch and the entirety of the existing pond. The developer registered a new reference plan and redefined the portion of the drainage ditch that was to remain on the Phase 5, Stage 2 lands until Stage 2 was to be developed.
OPTIONS/DISCUSSION (CONT'D):

Phase 5, Stage 2 of the Greenwood Park Subdivision is now under development and includes the construction of storm sewers that will replace the remaining portion of open ditch. Since the construction of storm sewers for Phase 5, Stage 2 is now complete, the easement (#FR524016) for the drainage ditch can now be released.

On October 16, 2003, an amending agreement was registered as instrument #LT068023 revising lots 118 to 139 of Plan 13M-45. This allowed for the increase in lot frontage from 9.15m to 12.20m. As a result of the relotting and relocation of storm sewers, there is the requirement to release the existing easements (#LT63000) for sewers shown as Parts 15, 16, 17 and 18 on 13R-17011. These easements will be replaced with new easements over part of Parts 18, 19, 20 and 21 on Plan 13R-17136.

EXISTING POLICY/BY LAW:

Subdivision Agreement for Phase 1 registered as instrument #504138.

LINK TO THE STRATEGIC PLAN:

The recommendations contained herein have no links to the Priority Action Items in the Strategic Plan.

FINANCIAL CONSIDERATIONS:

No financial considerations are to be considered in this report.

CONTACTS:

Donald R. Brodie, Development Technologist - Development
Speros Kanellos, M.Sc., P.Eng. Manager, Engineering Division
Terry Willing, Acting Commissioner, Planning & Development Services

DEPARTMENTS CONSULTED AND AFFECTED:

Planning Division
Legal Services

APPENDICIES:

1. Location map
Terry Willing, Acting Commissioner
Department of Planning & Development Services

Bert Meunier
Chief Administrative Officer
RECOMMENDATION TO COUNCIL:
It is recommended that in order to secure a minimum $10 resident fee per self-hauled load at the Canadian Waste Services transfer station, being a part of the Agreement for Transfer, Transportation and Disposal of Municipal Solid Waste, that during the first six month period of the Agreement (Feb 1 – Jul 31, 2004) residents pay $10 and the City subsidize $2.50 for a total of $12.50 per load. During this period, Canadian Waste Services and the City will review this service to recommend a fee for the balance of the agreement.

ORIGIN/PURPOSE:
Council approved Clause 2 of Report No. 84 on September 16, 2003 which stated:

\[\text{THAT Council authorize staff to enter into an agreement with Canadian Waste Services Inc. for the transfer, transportation and disposal of municipal solid waste, based on their response to \text{Request for Proposal No. OS-SW-2003-1, for a five-year term at a rate of $71.23 per tonne and ancillary fees, with the exception that the minimum resident ancillary fee remain at $10.00 for self-hauled loads; and further}}\]

\[\text{With the understanding that staff, during negotiations with Canadian Waste Services strive to secure a $10.00 resident ancillary fee; and further}}\]

\[\text{THAT the Mayor and City Clerk be authorized to sign an agreement on behalf of the City in a form satisfactory to the City Solicitor.}}\]

OPTIONS/DISCUSSION:
In their response to the RFP, Canadian Waste Services (CWS) proposed a minimum resident fee of $15 per self-hauled load. During consideration of the above report Council directed staff to strive to secure a $10 fee during negotiations.

CWS (and the predecessor contractor) has been paid a minimum resident fee of $10 per load since at least February 1996 and advise that the cost of weighing loads, directing traffic and handling payment justifies the increased minimum fee.
Rather than continuing to weigh each residential load both in and out of the transfer station and charge according to weight, CWS propose to restructure their yard so that “small” residential loads are charged a flat rate and directed to roll-off bins. This system would make disposal both quicker and safer for the public. CWS anticipate that an average load directed to roll-offs would be worth $15 to $20 and note that by charging $15 they may not recover the entire cost, but the process will benefit both the general public and their site operations.

During negotiations CWS agreed to charge a minimum fee of $12.50 per residential self-hauled load for the first six months during which time they will collect further data in order to confirm the value of an average load. Staff recommends that if Council wishes to secure a minimum $10 resident fee, that during the first six month period the public pay $10 and the City subsidize the remaining $2.50 through the monthly invoice. Alternatively, residents could pay the entire $12.50 and eliminate any City subsidy. CWS may choose to weigh vehicles that appear to have more than “small” loads and charge according to weight, subject to the minimum fee.

During the initial six month period, CWS will determine the mean average weight of public loads to provide data for a review of the minimum self-hauled load rate. CWS will provide a report to the City by June 30, 2004 and meet with staff to recommend a minimum residential self-hauled load rate for the balance of the agreement.

Staff will bring forward a further report on minimum fees for residential self-hauled loads at that time for Council to consider.

EXISTING POLICY/BY-LAW:
Not applicable.

LINK TO STRATEGIC PLAN:
The Environment.

FINANCIAL CONSIDERATIONS:
CWS anticipate that approximately 750 residential self-hauled loads will be delivered per month to the transfer station subject to the minimum fee. If the City paid $2.50 per load, then over six months the City subsidy would total approximately $11,250. Annualized, this amounts to $20,625 as the agreement covers 11 months in 2004. The 2004 operating budget will incorporate this amount for subsidy of residential drop-off purposes.

CONTACTS:
John Giles, Manager, Solid Waste Division  546-4291 ext. 2701

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
No other Departments or Divisions are affected.

NOTICE PROVISIONS:
There are no Notice Requirements related to the subject of this report.

APPENDICES:
There are no appendices to this report.
Mark Segsworth
Commissioner, Operations Department

Bert Meunier
Chief Administrative Officer

The City should not provide a subsidy on principle and because of budget concerns.
TO: Bert Meunier, Chief Administrative Officer
FROM: Mark Segsworth, Commissioner, Department of Operations
PREPARED BY: John Giles, Manager, Solid Waste Division
DATE OF MEETING: 6 January 04
SUBJECT: Canadian Waste Services Agreement – Extensions & Discounts

RECOMMENDATION TO COUNCIL:
It is recommended that the Agreement for Transfer, Transportation and Disposal of Municipal Solid Waste incorporate provisions for Council to consider motions to support and/or participate in the Richmond Landfill expansion process in return for discounted pricing during the term of the agreement or subsequent optional extension periods, subject to the level of support and approval of the Richmond Landfill expansion.

ORIGIN/PURPOSE:
On September 16, 2003 Council authorized staff to enter into an agreement with Canadian Waste Services Inc. (CWS) for the transfer, transportation and disposal of municipal solid waste, based on their response to Request for Proposal No. OS-SW-2003-1, for a five-year term.

OPTIONS/DISCUSSION:
CWS propose to use the Richmond Landfill located at 1271 Beachwood Road, just north of Napanee on the Deseronto border as their primary disposal site and the West Carlton Landfill located in Carp, Ontario as their secondary site for disposal of the City of Kingston’s waste.

Richmond Landfill Site Background:
CWS applied several years ago to the Ministry of the Environment with a “scoped” Terms of Reference using the 1997 Environmental Assessment Act amendments that were intended to streamline the EAA process in order to expand the Richmond Landfill from approximately 125,000 tonnes per year to 750,000 tonnes. At the current approved disposal rate the site would be filled and closed by June of 2004, however, CWS has reduced their intake to extend the life for approximately three years. All waste from the Kingston transfer station is being transferred to the West Carlton Landfill in order to make this possible. The West Carlton Landfill in turn, will be filling up that much quicker by accepting waste from the Kingston area.
In June of 2003 the Ontario Divisional Court ruled that the Minister of the Environment cannot limit the scope, or range of alternatives that a proponent had to study and consider, as part of an Environmental Assessment. The Ministry and CWS filed documents with the Court of Appeal requesting leave to appeal the Court Decision.

In November the Ministry of Environment abandoned its appeal, as promised during the provincial election, leaving CWS to continue the appeal process on their own. In the meantime, the Attorney General has applied to intervene and argue that the Environmental Assessment Act permits scoping.

In November the Ontario Court of Appeal granted CWS leave to appeal the decision, meaning that the case for a "scoped" Terms of Reference will be allowed to proceed. It is generally expected that the Court of Appeal will hear the appeal and release a decision in early to mid-2004.

In addition to the appeal, CWS are looking for support from users and potential users of expanded landfill capacity. Staff recognizes that a need for additional landfill capacity exists in Ontario and local landfill expansions are in the City’s long term interest for waste disposal.

**Optional Extensions:**
During negotiations, CWS offered two 5 year optional extensions which would occur at the sole discretion of the City and supplied associated unit pricing for each extension which have been incorporated into the agreement.

**RFP Response Discount:**
CWS offered a 10% discount in their response to the RFP on transportation and disposal rates for contract lengths of 7 years or greater upon approval of an expansion at the Richmond Landfill, which they anticipate receiving within 3 years, however, the recommended and approved term was for 5 years and subsequently not subject to the discount offered.

**Optional Extension Discounts:**
For example, CWS offered to extend a 10% discount on the transportation and disposal components of the rates for the optional extensions – on the condition that Council considers and approves a motion which provides support to CWS in their process for expanded capacity at the Richmond Landfill.

As an example, a 10% discount would result in a savings of approximately $194,000 annually if the first optional extension period was accepted, and approximately $231,000 annually if the second optional extension was accepted.

**Initial Five Year Term Discount:**
As an additional example CWS offered to extend a 10% discount on the transportation and disposal components to the initial five year term upon approval of the Richmond Landfill expansion – if the City undertakes to be part of a visible contingency of support to the neighbouring municipalities surrounding the site.

For this example, a 10% discount would result in a savings of approximately $165,000 annually. Under this scenario, the City would agree to participate, upon request by CWS, in helping CWS gain approval for their Richmond Landfill expansion.
Consideration of Discounts:
Staff suggests that provisions be incorporated in the agreement which will allow Council to consider motions to support and/or participate in the Richmond Landfill expansion process in return for discounted pricing during the term of the agreement or subsequent optional extension periods, subject to the level of support and approval of the Richmond Landfill expansion.

EXISTING POLICY/BY-LAW:
Not applicable.

LINK TO STRATEGIC PLAN:
The Environment.

FINANCIAL CONSIDERATIONS:
Discussed in report.

CONTACTS:
John Giles, Manager, Solid Waste Division 546-4291 ext. 2701

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
No other Departments or Divisions are affected.

NOTICE PROVISIONS:
There are no Notice Requirements related to the subject of this report.

APPENDICES:
There are no appendices to this report

Mark Segsworth
Commissioner, Operations Department

Bert Meunier
Chief Administrative Officer
INFORMATION REPORT TO COUNCIL:

That Council be advised of the placement of individual aluminum letters on the east and west approaches of the overhead crosswalk situated over Highway #2 located at the Royal Military College of Canada.

ORIGIN/PURPOSE:

Engineering has been approached by The Royal Military College for approval of their proposal to place individual aluminum letters on the east and west approaches of the overhead crosswalk located at the Royal Military College of Canada. Details of the lettering are attached as Schedules ‘A’ and ‘B’.

OPTIONS/DISCUSSION:

Engineering has no objections with regard to this project, with the following conditions.

1. The work be carried out on week day(s) between the daylight hours of 10:00 am-3:00pm.
2. One lane of traffic be kept open in order to allow for minimal delays in traffic flow.
3. Traffic control measures must be carried out according to the Non-Freeway Traffic Control Guide, Section 3, Subsection (3.2.0).

There will be a public notice advertisement placed in the Whig Standard informing the public of traffic delays in the area of Highway #2 at RMC noting the day(s) that the project will be carried out. The work is scheduled to commence after February 13, 2004.
EXISTING POLICY/BY-LAW:

There are no existing policies or by-laws to address the installation of signage on the overhead walkway. A search of City records found no restrictions for the inclusion of lettering on the walkway.

LINK TO THE STRATEGIC PLAN:

Not applicable

FINANCIAL CONSIDERATIONS:

All advertising will be paid by the contractor performing the work.

CONTACTS:

Speros Kanellos, M.Sc., P.Eng., Manager, Engineering Division.
Kimberley J. Brown, P.Eng., Infrastructure Engineer, Engineering Division.
Brad Morton, Engineering Technologist, Engineering

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Building Division, Planning and Development Services

APPENDICES:

Appendix A – Illustration of proposed signage.
Appendix B – Draft dimensions of French & English Lettering.

Terry Willing
Acting Commissioner of Planning & Development Services

Bert Meunier
Chief Administrative Officer
Annex A  Dimensions of English Lettering

The spacing between each word will be 15". These dimensions are not specific to any font, they merely indicate an aspect ratio that must be kept in order to predict the dimensions of the sign.

Annex B  Dimensions of French Lettering
TO: Bert Meunier, Chief Administrative Officer
FROM: Terry Willing, Acting Commissioner, Planning & Development Services
PREPARED BY: Deanna Green, P.Eng., Traffic Engineer, Engineering Division
DATE OF MEETING: January 6, 2004
SUBJECT: Environmental Assessment for Improvements to Counter Street – Technical Steering Committee

RECOMMENDATION TO COUNCIL:

That one member of Council be appointed to sit on the Technical Steering Committee for the Environmental Assessment for Improvements to Counter Street.

ORIGIN/PURPOSE:

A Technical Steering Committee is currently being formed to provide input on the Environmental Assessment for Improvements to Counter Street. Council is being asked to appoint one member to be a part of this Technical Steering Committee. This Committee is currently scheduled to meet a minimum of six times between January 2004 and July 2004.

OPTIONS/DISCUSSION:

Council adopted the Terms of Reference for the Class Environmental Assessment for Improvements to Counter Street in June of 2003. A Request for Proposals was advertised in July of 2003 and Council approved a report on September 16th, 2003, that awarded the project to National Capital Engineering (NCE).

The Technical Advisory Committee for this project is expected to include representatives as follows:

- One member of Council
- City of Kingston
- Kingston Transit
- Ministry of Natural Resources
- Cataraqui Region Conservation Authority
- National Capital Engineering (NCE)
In addition to the Technical Advisory Committee, the project team has formed a Public Advisory Committee. The purpose of the Public Advisory Committee is as follows:

- Provide local community information, background and perspective
- Identify public concerns
- Review design alternatives
- Provide comments regarding the final technically preferred alternatives
- Relay information to local residents at an informal level

The Public Advisory Committee had their first meeting on December 18, 2003. Councillor Steve Garrison and Councillor Sara Meers, the two Councillors from the Counter Street area, will be invited to attend all Public Advisory Committee meetings. The Public Advisory Committee is scheduled to meet three more times in 2004.

EXISTING POLICY/BY-LAW:
None

LINK TO STRATEGIC PLAN:
None

FINANCIAL CONSIDERATIONS:
None

CONTACTS:
Terry Willing, Acting Commissioner, Planning & Development Services, 384-1770, ext. 3181
Speros Kanellos, M.Sc., P. Eng., Manager, Engineering Division, 384-1770, ext. 3133
Deanna Green, P.Eng., Traffic Engineer, Engineering Division, 384-1770, ext. 3170

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Engineering Division

NOTICE PROVISIONS:
N/A

APPENDICES:
N/A