TO: Bert Meunier, Chief Administrative Officer
FROM: Terry Willing, Acting Commissioner, Planning and Development Services
PREPARED BY: Trudy Gravel, Planner – Development Approvals
DATE OF MEETING: January 20, 2004
SUBJECT: Application To Lift Part Lot Control – Block 77, 641 & 643 Melrose Street
Tamarack (Arbour Ridge) Corporation - Applicant
Our File No. D27-22-03

RECOMMENDATION:

WHEREAS Tamarack Corporation (Owner) has submitted an application requesting that Part Lot Control be lifted from Block 77, Registered Plan No. 13M-47, in Phase 3 of the Arbour Ridge Subdivision, the subject lands being located on the east side of Melrose Street, at the intersection of Tanner Drive and Melrose Street, south of the CNR rail line; and,

WHEREAS the Owner has complied with the conditions for the Lifting of Part Lot Control, the approval of which will facilitate the conveyance of two lots for single family dwellings on the affected lands known as Block 77:

THEREFORE BE IT RESOLVED that a By-Law be passed to Lift Part Lot Control from Block 77, Registered Plan 13M-47.

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

(The Draft By-Law is appended to this report as Appendix No. 1 for Council’s review and consideration.)

ORIGIN/PURPOSE:

This matter originates in the submission of an Application for Part Lot Lift for Block 77 of Registered Plan 13M-47, which consists of one block located to the east of the intersection of Tanner Drive and Melrose Street, submitted by Barry R. Smith of Tamarack (Arbour Ridge) Corporation. The purpose of this report is to assess the merits of the request and to make a recommendation to Council on the Application to Lift Part Lot Control.
OPTIONS/DISCUSSION:

(a) **Site Location and Description:**
The lands, which are the subject of this application, consist of Block 77 of Plan 13M-47, which lands are zoned a site specific ‘Rl-36’ Residential Type 1 Zone that permits two single family dwelling units. The subject lands are located on the east side of Melrose Street, south of the CNR rail line and are situated in Phase 3 of the Arbour Ridge Subdivision in Kingston West.

The subject property comprises a total of 1,065m² (11,464ft²) of land. The Arbour Ridge Subdivision consists of a mix of semi-detached dwellings to the west of the subject property with single family dwellings to the north and south of the site. Construction is proceeding from the south and west of the subject site.

(b) **Background:**
The subject site was originally to be part of the storm water retention pond but the area was too small to accommodate the pond, which was then relocated onto Block 78, directly to the south of Block 77. As a result, Block 77 has been made available for development purposes.

Phase 3 of the Arbour Ridge Subdivision received Final Approval and the Plan has been registered as Plan 13M-47.

(c) **Procedural Information:**
Applications to **Lift Part Lot Control** (Section 50 of the Planning Act) are generally submitted for plans of subdivision containing semi-detached lots or residential blocks and are not subject to the holding of a public meeting. The Planning Act provides that the Council of the Municipality may, by By-Law, provide that Section 50 (5) of the Planning Act does not apply to land that is within a registered Plan or Plans of Subdivision or parts thereof. The lifting of Part Lot Control allows for the separate ownership of lots or dwellings without the necessity of each owner having to apply to the Committee of Adjustment for a Consent to Conveyance. After the By-Law is passed by Council, it is registered on title and the process is complete. Applications for the lifting of Part Lot Control are generally submitted once the Subdivision Agreement has been signed and the final layout of the subdivision has been determined.

By-Laws to Lift Part Lot Control are typically technical in nature as the planning issues related to the development and use of the subject lands have been established as part of the initial rezoning process and the key decisions with respect to the physical form of development have been determined by Planning Committee and Council as part of the subdivision review process. Also, any technical issues and required clearance letters are generally addressed through the Subdivision Review process and the standard Subdivision Agreement. Pursuant to Council’s adopted procedures (Clause 5, Report No. 7, Meeting No. 2, held on 1998-12-15), reports dealing with Applications for the Lifting of Part Lot Control 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 key decisions with respect to land use and the physical form of development have been determined by the Planning Committee and City 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.
OPTIONS/DISCUSSION (Cont'd):

(d) Analysis:
The Registered Plan of Subdivision for Phase 3 of the Arbour Ridge Subdivision created Block 77 which is situated to the east of the intersection of Tanner Drive and Melrose Street as shown on the attached key map. The Applicant is proposing, through the removal of Part Lot Control, to re-subdivide this block to permit the conveyance of single family dwellings. Civic addresses have been assigned to the two proposed lots and are 641 and 643 Melrose Street.

The lifting of Part Lot Control will allow for the development of the Block without the necessity of the Owner/Subdivider or each purchaser having to apply to the Committee of Adjustment for a severance to create each lot.

The Lifting of Part Lot Control for the affected Block 77 in Phase 3 of the Arbour Ridge Subdivision is considered to be appropriate for the following reasons:
- The Final Plan of Subdivision showing the Lots 1 to 76 and Blocks 77 and 78 has already been approved by the Municipality and registered as Plan 13M-47;
- The Subdivision Agreement has been executed by the owner and registered on title;
- The approved zoning for the subject property provides for the construction of two single detached dwellings;
- Engineering plans have been approved by the City to provide for the servicing of each of the new lots; and
- The Applicant has received approval and an amending subdivision agreement has been registered which will implement the detailed servicing and grading plans for the development of the affected lots.

(e) Conclusion:
The Applicant's request to Lift Part Lot Control to permit the conveyance of lots developed with single detached dwellings on Block 77 of Registered Plan 13M-47 is consistent with the Official Plan and Zoning By-Law and represents good planning. The lots are an appropriate size for the intended use and maintain the spirit and intent of the Zoning By-Law and the continued development concept for the Arbour Ridge Subdivision. It is therefore recommended that Council Lift Part Lot Control for Block 77, Registered Plan 13M-47, Phase 3 of the Arbour Ridge Subdivision.

LINK TO STRATEGIC PLAN:
The Strategic Plan promotes responsible new development.

FINANCIAL CONSIDERATIONS:
No financial implications are to be considered in this report.
CONTACTS:

Further information regarding this application and the contents of this report may be obtained by contacting:

- Trudy Gravel, Planner, Development Approvals (384-1770, extension 3277);
- Steven Chew, Acting Supervisor-Development Approvals. (384-1770, extension 3273); or
- George Wallace, Acting Manager, Planning Division (384-1770 extension 3252).

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

The application was circulated to the following departments and no objections were identified. The following comments were provided from the departments circulated:

Engineering Services - The Engineering Division will require a grading plan showing the proposed grades for the building envelope.
Building Division - Complies with the zoning.
Utilities Kingston – Provided that the lots have been divided as per the approved for construction subdivision drawings and each lot is serviced separately and services do not encroach onto the adjacent property Utilities has no objections to the Part Lot Lift.
Fire and Rescue - No objection.
Parks & Arenas – No objection.
Cataraqui Region Conservation Authority – Tree preservation with a 3 metre buffer along rear lot line as per adjacent lots.

NOTICE PROVISIONS:

No Notice requirements necessary.

APPENDICES:

Appendix No. 1 - Draft By-Law to Lift Part Lot Control
Terry Willing
Acting Commissioner, Planning and Development Services

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

DRAFT BY-LAW
LIFTING OF PART LOT CONTROL

Tamarack (Arbour Ridge) Corporation (Owner)
Phase 3, Arbour Ridge Subdivision
Block 77, Registered Plan 13M-47

East Side of Melrose Street at the
Intersection of Tanner Drive

File No. D27-22-03
Drafted: 2004-01-09

The Corporation of the City of Kingston
Planning Division,
Planning and Development Services
216 Ontario Street,
Kingston, Ontario
K7L 2Z3
BY-LAW NO. 2004-______


PASSED: ______________________, 2004

WHEREAS Section 50 (5) of the Planning Act, R.S.O. 1990, as amended, provides that no owner may convey a part of any lot or block which is within a Registered Plan of Subdivision without the consent of the Committee of Adjustment or Land Division Committee, as the case may be, unless the land is being acquired or disposed of by the Federal or Provincial Government or by any Municipality or that is being acquired for the construction of a transmission line, and

WHEREAS Section 50 (7) of the Planning Act, R.S.O. 1990, as amended, provides that the Council of the Municipality may, by By-Law, provide that Section 50 (5) of the Planning Act does not apply to the land that is within a registered plan or plans of Subdivision or parts thereof, and

WHEREAS Tamarack Corporation has requested an exemption from Part Lot Control for Block 77 of Registered Plan 13M-47, such exemption being for the purpose of re-subdividing the block to create two lots for single detached dwelling units.

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

1. Subsection (5) of Section 50 of the Planning Act R.S.O. 1990 as amended does not apply to Block 77 inclusive of Registered Plan 13M-47.

2. Schedule "A" is hereby declared to form part of this By-Law.

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

Key Map to By-law No.

Applicant: Tamarack (Arbour Ridge) Corporation
File No.: D27-22-03
Address: 641 & 643 Melrose Street
Plan No.: Block 77 RP 13M-47
Lot/Conc.: 
Roll No.: 

Legend:

- Area Affected by this By-law

Scale:
Metric: 0 80 160 240 320 m

This map is not to be used for precise scaling.

Date: October 17, 2003

Prepared by: T. Gravel
The Corporation of the City of Kingston

Application to Lift
Part Lot Control

Applicant: Tamarack (Arbour Ridge) Corporation
File No.: D27-22-03
Address: 641 & 643 Melrose Street
Plan No.: Block 77 RP 13M-47
Lot/Conc.: Roll No.:

Scale: Metric

Legend:

- LANDS SUBJECT TO PART LOT LIFT
- ORIGINAL LOT LINES
- PROPOSED LOT LINES

Certificate of Authentication

This is Schedule 'A' to By-law No. ____________,
passed this ______ day of ____________ 2003.

__________________________    ________________________
Mayor                      Clerk

DATE: October 17, 2003
PREPARED BY: T. Sweeney
TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner of Corporate Services
PREPARED BY: Pat Carrol, Manager of Taxation and Revenue
DATE OF MEETING: 2004-01-20
SUBJECT: 2004 Interim Tax Levy

RECOMMENDATION TO COUNCIL:
That a By-law be presented and given three readings at the Council meeting of January 20, 2004 to provide for the levying and collecting of 2004 interim realty taxes, including:

a) that the 2004 interim tax rates be as specified in Appendix “A” attached hereto; and
b) that the due date for interim taxes be February 27, 2004; and
c) that various payment options be provided; and
d) that interest be added to taxes that are in default.

ORIGIN/PURPOSE:
Section 317 of the Municipal Act, S.O. 2001, as amended, (the Act) provides municipalities with the legal authority to enact a by-law establishing an interim property tax levy, at no more than 50% of the preceding year’s taxes billed for each property in each class, before the adoption of the estimates for the year.

OPTIONS/DISCUSSION:
Amendments to the Act in 2001 changed the calculation of the interim levy from 50% of the previous year’s tax rates to 50% of the preceding year’s tax levy. This change ensures that interim levies are kept within predictable amounts in comparison to previous year’s to allow for neutral impacts associated with general reassessment of all properties to a new base year. This also allows Council an opportunity to determine tax implications resulting from budgetary requirements and/or
tax policy decisions, as well as providing owners time to question their new assessment, which may result in an amended assessment for final billing purposes. Despite the foregoing, the Act provides for the levying of amounts on assessment added to the collector's roll (i.e., supplementary assessments) during the previous year, as if it had been levied for the entire year, and on assessments that are on the current tax roll but were not levied on the property in the previous year. Our tax billing system calculates levies using \textit{assessment} \times \textit{tax rate}. To achieve the legal amounts to be levied, i.e., 50\% of 2003 tax levy, an interim billing adjustment will be applied to accounts that have levies exceeding the allowable amount. To provide for the February 27, 2004 due date, tax bills must be mailed no later than February 6 to allow the required 21 days notice.

Payment methods in the by-law include payment by mail, in person at City Hall (216 Ontario St.) and at 211 Counter Street, in the drop boxes at City Hall and Counter Street as well as 1425 Midland Avenue and the Pittsburgh Branch of the Kingston Public Library (Gore Road and Hwy 15), at any financial institution in the City of Kingston area having payment arrangements with the City of Kingston and through banks offering telephone and internet payment plans registered with the City of Kingston.

\textbf{LINKS TO STRATEGIC PLAN:} 
N/A

\textbf{EXISTING POLICY/BY-LAW:} 
The 2004 interim levy by-law will address the cash requirements of the City of Kingston until such time as Council approves the 2004 Operating Budget and final tax levy by-law.

\textbf{FINANCIAL CONSIDERATIONS:} 
The municipality must pass a by-law to provide for an interim tax billing in order to assist in financing the daily operations, to reduce reliance on short-term borrowings, and to ensure the maximization of investment income. In order to provide the maximum financing, 50\% has been used in calculating the recommended 2004 interim tax rates. We recommend that the draft by-law be given three readings at this Council meeting in order to allow staff to proceed to meet its regulatory requirement regarding the timing of notification. This will also ensure that the billing of interim taxes of approximately $70M is not delayed.

\textbf{CONTACTS:} 

\begin{center}
\begin{tabular}{|l|l|l|}
\hline
Denis Leger & Commissioner of Corporate Services & 546-4291 & 1328 \\
Gerard Hunt & Manager of Finance & 546-4291 & 2205 \\
Pat Carrol & Manager of Taxation & Revenue & 546-4291 & 2468 \\
Jeff Walker & Supervisor of Taxation & Cashiering & 546-4291 & 2484 \\
\hline
\end{tabular}
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DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
N/A

NOTICE PROVISIONS:
N/A

APPENDICES:
Appendix “A” – 2004 interim tax rates
Appendix “B” – draft by-law

Denis Leger
Commissioner of Corporate Services

Bret Meunier
Chief Administrative Officer
# 2004 INTERIM TAX RATE SCHEDULE

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<th>Kingston East</th>
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Note - Municipal tax rate represents 50% of total 2003 tax rates for Municipal, Fire & Garbage.
A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY; PAYMENT OF TAXES BY INSTALMENT; TO PROVIDE FOR PENALTY AND INTEREST OF 1.25% ON TAX ARREARS

PASSED:

WHEREAS sub-sections 317(1) and (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that:

1. The Council of a local municipality, before the adoption of the estimates for the year under section 290 of the Municipal Act, 2001, may pass a by-law levying amounts on the assessment of the property in the local municipality rateable for local municipality purposes.

2. A by-law for levying amounts under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in December of the previous year if it provides that it does not come into force until a specified day in the following year.

AND WHEREAS sub-section 317(3) of the Municipal Act, 2001, contains the following additional rules:

1. The amounts levied on a property shall not exceed the prescribed percentage, or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.

3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
AND WHEREAS sub-section 317(5) of the *Municipal Act*, 2001, contains the following additional rule:

1. The amounts may be levied on assessment added to the tax roll for the current year that was not on the assessment roll upon which the amounts are levied.

AND WHEREAS clause 342 (1)(a) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws providing for the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due.

AND WHEREAS sub-section 345(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date.

AND WHEREAS sub-sections 345(2) and (3) of the *Municipal Act*, 2001, contains the following additional rules:

1. A percentage charge, not to exceed 1 ¼ per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as the by-law specifies.

2. Interest charges, not to exceed 1 ¼ per cent each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default.

AND WHEREAS sub-section 346(2) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws to provide for the payment of taxes by any person into a financial institution to the credit of the treasurer of the municipality and, in that case, the person making the payment shall be entitled to be issued a receipt by the institution for the amount paid.

AND WHEREAS Council deems it expedient to pass a by-law for such purposes.
NOW THEREFORE the Council of the Corporation of the City of Kingston enacts as follows:

1. That an interim tax rate is hereby imposed and levied on the whole of the assessment for real property in each of the “Residential Assessment”, “New Multi-Residential Assessment”, “Multi-Residential Assessment”, “Commercial Assessment”, “Industrial Assessment”, “Pipe Line Assessment”, “Farm Assessment” and “Managed Forest Assessment” and the applicable subclasses pursuant to Section 7 of the Assessment Act, R.S.O. 1990, c.A.31, as amended, as set out in Appendix “A” attached hereto.

2. All amounts as calculated above shall be adjusted by an amount to provide that the levy does not exceed 50 percent of the 2003 tax levy, subject to the following rules:
   a. Taxes for municipal and school purposes levied on a property for only part of the previous year because assessment was added to the collector’s roll during the year, shall have an amount added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
   b. The amounts levied on assessment added to the tax roll for the current year that was not on the assessment roll upon which the amounts are levied, shall be deemed to be 50% of the 2003 tax levy.

3. The said interim tax levy shall become due and payable on the 27th day of February 2004.

4. A percentage charge of 1.25 per cent of taxes due and unpaid shall be imposed as a penalty for non-payment of taxes, or any instalment thereof, and shall be added to any tax or instalment remaining unpaid on the first day of default.

5. Interest charges shall be imposed for the non-payment of taxes at the rate of 1.25 per cent per month (15% per annum) of taxes due and unpaid and shall start to accrue on the first day of default.

6. Penalties and interest on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
7. The collector shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the treasurer in writing to send the bill to another address, in which case it shall be sent to that address.

8. The taxes are payable at the following:
   a. City of Kingston municipal offices:
      i. 216 Ontario Street, Kingston, Ontario
      ii. 211 Counter Street, Kingston, Ontario
   b. At any financial institution in the City of Kingston area having payment arrangements with the City of Kingston.
   c. Under the City’s pre-authorized property tax payment program, and provided the Treasurer has received and approved a taxpayer's request to use the alternative instalments and due dates under that program pursuant to City of Kingston by-law no. 2003-368.

9. The Treasurer is hereby empowered to accept partial payments from time to time on account of taxes due and shall credit such payment first on account of the interest and percentage charges, if any, added to such taxes and shall credit the remainder of such payment against that part of the taxes that has been in arrears for the greatest period of time but no such payment shall be received after a tax arrears certificate has been registered under section 378 of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

10. This by-law shall come into force and take effect on the day of passing.

GIVEN ALL THREE READINGS AND PASSED

CITY CLERK

MAYOR
TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner of Corporate Services
PREPARED BY: Pat Carrol, Manager of Taxation & Revenue
DATE OF MEETING: 2004-01-21
SUBJECT: Municipal Tax Sales - Scale of Costs By-law

RECOMMENDATION TO COUNCIL:
That a by-law to establish a scale of costs to be charged for work undertaken for the sale of land for tax arrears be presented to provide:

a. for a fixed scale of costs to be charged to the tax roll for each property that is eligible for registration of a tax arrears certificate upon the commencement of preparation to register a tax arrears certificate; and

b. That the scale of costs be set as follows:

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<th>Scale of Costs</th>
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<tr>
<td>Preliminary work, title search, Tax Arrears Certificate registration, First Notice, Statutory Declaration regarding notice, Tax Arrears Cancellation certificate registration</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Survey, if required</td>
<td>Actual</td>
</tr>
<tr>
<td>Final Notice, statutory declaration</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Extension Agreement (by-law)</td>
<td>$ 600.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scale of Costs – Sale by Tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Expense</td>
</tr>
<tr>
<td>Property Appraisal, if required</td>
</tr>
<tr>
<td>Tender opening, examination of documents, mailing of notices</td>
</tr>
<tr>
<td>Registration of documents (tax deed, statutory declaration)</td>
</tr>
<tr>
<td>Distribution of proceeds</td>
</tr>
</tbody>
</table>
ORIGIN/PURPOSE:
The Sale of Land for Tax Arrears, being Part XI of the Municipal Act, 2001 provides for the recovery of all reasonable costs incurred by the municipality during the tax sale process.

OPTIONS/DISCUSSION:
Since 2001, the City of Kingston has registered close to 200 tax arrears certificates on properties whose taxes were three years in arrears. All legal and other costs incurred have been added to the property and formed part of the cancellation price. The cancellation price is the amount equal to all tax arrears including interest and costs that are owing. In most instances the cancellation price has been paid prior to the expiry of the one year notification period resulting in the registration of a tax arrears cancellation certificate. Properties that were not paid within one year after the registration of the tax arrears certificate are subject to sale, through the tender process provided in the Act, and the amount advertised is the cancellation price.

The current cost recovery process, for expenses relating to tax sale, is achieved by charging the account with the actual costs incurred. The Township of Kingston had a by-law for a scale of costs, which provided a certain fee or actual costs. Actual costs have exceeded the fee provided in the by-law in every case, making the by-law ineffective. The tracking of actual costs and adding the amounts to the tax roll requires extensive record keeping, which is time consuming. In most cases, the actual costs have been limited, in the most part, to legal and advertising invoices and do not provide for any recovery of administrative (staff) costs. In addition, to this point we have been contracting this work with outside legal resources, as this was the most efficient way of clearing the backlog. Discussions with our Legal Division and acquisition of new software have allowed us to now bring this service in-house. Accordingly, setting a scale of costs has been determined as being a fair cost-recovery method as each property would incur the same costs.

A survey of other municipalities reveals that many have adopted a scale of costs. They have cited that it is beneficial to the municipality as it minimizes the likelihood of legal challenges to any charges that have been added to the tax roll and that it is used as a collection tool prior to the registration of the property. A letter is sent to property owners advising them that they will be responsible for paying costs incurred in the event of registration for tax arrears; however, without a scale of costs we were unable to advise the owners of the amount that they might expect to pay.

EXISTING POLICY/BY-LAW:
As per the provisions of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and regulations thereto.

LINK TO STRATEGIC PLAN:
Not Applicable
FINANCIAL CONSIDERATIONS:
The scale of costs has been set based on a survey of a number of municipalities. The scale is within the range charged by these municipalities. Over the course of the next few years we will monitor the fees against the costs experienced to ensure that the appropriate level of costs are being recovered.

By bringing this process in-house and setting a scale of costs, we will be able to redistribute the fees collected to the Legal Division, to reduce yearly maintenance fees on software and to recover some administrative costs in the Finance Division’s Taxation Section. The scale of costs will also prompt property owners to pay their tax arrears in order to avoid having this additional charge added to their tax roll.

CONTACTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Carrol</td>
<td>Manager of Taxation &amp; Revenue</td>
<td>546-4291</td>
<td>2468</td>
</tr>
<tr>
<td>Gerard Hunt</td>
<td>Manager of Finance</td>
<td>546-4291</td>
<td>2205</td>
</tr>
<tr>
<td>Hal Linscott</td>
<td>Director, Legal Services</td>
<td>546-4291</td>
<td>1296</td>
</tr>
</tbody>
</table>

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Finance Division
Legal Division

NOTICE PROVISIONS:
N/A

APPENDICES:
Appendix ‘A’ – draft by-law
A BY-LAW TO ESTABLISH A SCALE OF COSTS TO BE CHARGED FOR WORK UNDERTAKEN FOR
THE SALE OF LAND FOR TAX ARREARS

PASSED:

WHEREAS Section 385 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits a municipality to
establish a scale of costs for proceedings under the said Act;

AND WHEREAS Council deems it expedient to pass a by-law for such purposes.

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

1. That the costs incurred by proceeding with or initiating any or all of the work identified in the
   table below shall be charged by the Treasurer and added to the tax roll for the property subject
to the sale of land for tax arrears provisions:

<table>
<thead>
<tr>
<th>Scale of Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary work, title search, Tax Arrears Certificate</td>
<td></td>
</tr>
<tr>
<td>registration, First Notice, Statutory Declaration regarding notice,</td>
<td></td>
</tr>
<tr>
<td>Tax Arrears Cancellation certificate registration</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Survey, if required</td>
<td>Actual</td>
</tr>
<tr>
<td>Final Notice, statutory declaration</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Extension Agreement (by-law)</td>
<td>$ 600.00</td>
</tr>
</tbody>
</table>

   | Scale of Costs – Sale by Tender                     |        |
   | Advertising Expense                                 | Actual |
   | Property Appraisal, if required                      | Actual |
   | Tender opening, examination of documents, mailing of notices | $ 600.00 |
   | Registration of documents (tax deed, statutory declaration) | $ 300.00 |
   | Distribution of proceeds                             | $ 300.00 |

2. This by-law shall come into force and take effect on the day of passing.

GIVEN FIRST AND SECOND READING READINGS

GIVEN THIRD READING AND FINALLY PASSED

CITY CLERK

MAYOR
TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner of Corporate Services
PREPARED BY: Gerard Hunt, Manager of Finance
DATE OF MEETING: 2004-01-20
SUBJECT: 2004 Community Reinvestment Fund (CRF) Allocation

RECOMMENDATION TO COUNCIL:
That in accordance with the conditions of the Community Reinvestment Fund (CRF) Allocations:

a) Council confirms that it intends to include the 2004 CRF allocation in its 2004 Operating Budget, for the benefit of taxpayers of the City of Kingston.

-and further-

b) Council accepts the 2004 CRF allocation for the City of Kingston in accordance with the terms and conditions spelled out in the December 22, 2003 communication from the Deputy Ministers of Finance and Municipal Affairs to the City Treasurer.

ORIGIN/PURPOSE:
In accordance with requirements for Community Reinvestment Fund (CRF) reporting, this report is to confirm the use of the year 2004 allocation of the Community Reinvestment Fund.

OPTIONS/DISCUSSION:
Beginning in the year 2000, the Ministry of Municipal Affairs & Housing and the Ministry of Finance introduced reporting requirements for the Community Reinvestment Fund. In the communication to the City Treasurer dated December 22, 2003, a condition of receiving the 2004 allocation is that the City must submit a resolution to the Ministry of Municipal Affairs & Housing by January 30, 2004, outlining its intent to use the 2004 CRF for the benefit of taxpayers and agreeing to the terms and conditions of the CRF allocation.

With approval of the recommendations in this report, the City of Kingston will be in a position to comply with the reporting requirements.
LINK TO STRATEGIC PLAN:
N/A

EXISTING POLICY/BY-LAW:
N/A

FINANCIAL CONSIDERATIONS:
It is a requirement of receiving the 2004 CRF allocation to have Council pass a resolution as provided above. The 2004 calculation and adjustments are based on the reconciliation of stated services for the year ending 2002.

The 2001-2003 adjustments to the CRF of approximately $1.2M will assist in covering the costs of reconciled services for the years in question. In anticipation of adjustments to reconciled services, the City had budgeted approximately $900,000 of additional revenue in 2003. Included in the attachments is notification that the CRF has been adjusted for the years 2001-2003 inclusive, although the 2003 numbers are preliminary and entirely based on 2002. A final reconciliation for 2003 is expected sometime this fall.

CONTACTS:
Gerard Hunt, Manager of Finance 546-4291, Ext. 2205

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
N/A

NOTICE PROVISIONS:
N/A

APPENDICES:
Appendix “A”: Correspondence from the Ministry of Finance and Ministry of Municipal Affairs, dated December 18, 2003 (addressed to CAO) and December 22, 2003 (addressed to Treasurer).

Denis Leger
Commissioner of Corporate Services

Bert Meunier
Chief Administrative Officer
December 22, 2003

Dear Treasurer/Clerk-Treasurer,

In a recent letter to Heads of Council, the Ministers of Finance and Municipal Affairs announced the release of the 2004 Community Reinvestment Fund (CRF) allocations and announced the continuation of the CRF Stabilization Bonus for 2004.

Your 2002 and 2003 CRF allocations have also been updated. Municipalities will receive their adjustment payments prior to the end of December 2003.

In the Fall Economic Statement, the government confirmed its commitment to improve public services in a fiscally responsible manner. A review of the CRF for 2005 will be part of an extensive and broad consultation process to determine how public services can be sustained and adequately funded in the long term. In the new year, municipalities will be invited to participate in this consultation process.

Continuation of the Stabilization Bonus for 2004

Similar to last year, the purpose of the Stabilization Bonus is to ensure that 2004 CRF payments to eligible municipalities are not less than 2003 CRF payments.

2004 CRF Allocations

Community Reinvestment Fund quarterly payments received by municipalities in 2004 will be based on the adjusted funding received for 2003. Eligible municipalities will continue to receive the CRF Bonus, Supplementary Assistance, and Transit Bonus components of the CRF program. Your payments will be processed quarterly, by the end of January, April, July and October 2004.
2004 Reporting Requirements

Reporting requirements for CRF allocations remain unchanged. Municipalities receiving 2004 CRF payments will be required to submit to the Ministry of Municipal Affairs a council resolution, 2003 Financial Information Returns (FIRS) and 2004 tax rate by-laws. *Specific details on the 2004 allocation conditions are attached.*

Municipal officials are reminded that not meeting grant conditions will impede payment of the grant.

Municipalities that have not met the 2002 and 2003 CRF reporting requirements will continue to have their CRF payments withheld, including any payments related to year-end adjustments.

2002 Year-End Reconciliation and Updated 2003 CRF Allocations

Municipalities’ 2002 and 2003 CRF allocations have been updated to reflect actual 2002 program costs. Where these allocations have increased, municipalities will receive a one-time payment by the end of this month.

The government has been very forthright in its commitment to manage its fiscal challenges. In light of these challenges, the government has asked all of the broader public sector to temper their requests for additional funding. Accordingly, municipalities are asked to recognize that the government cannot commit in advance to a Fall 2004 reconciliation.

If you have any questions and/or concerns regarding your 2004 CRF allocation and/or your 2004 reporting requirements, please contact your local Municipal Services Office of the Ministry of Municipal Affairs.

Sincerely,

Bob Christie
Deputy Minister
Ministry of Finance

W. Michael Fenn
Deputy Minister
Ministry of Municipal Affairs
Conditions of Community Reinvestment Fund Allocations

Reporting requirements have been attached to the Community Reinvestment Fund (CRF) since 2000. Municipal reporting requirements will remain the same for the 2004 CRF as for 2003.

Acceptance of a CRF Allocation constitutes agreement with the below-mentioned statements and terms and conditions.

The CRF Allocation consists of the CRF Base, as well as the CRF Bonus, Transit Bonus, Supplementary Assistance, and the CRF Stabilization Bonus for 2004.

The CRF Base is a grant paid quarterly to eligible municipalities to offset the costs of services transferred to municipalities under the LSR initiative. CRF Base Allocations are determined by a formula that calculates the difference between net LSR costs, as defined by the Province and available residential education tax room for each municipality, as defined by the Province.

Municipal councils ultimately decide how CRF Allocations (in total) are spent and/or used for the benefit of taxpayers. In making this decision, municipal councils will be guided by their obligation to provide effective and efficient delivery of services to taxpayers. As with all budgetary decisions, municipal councils recognize that they are directly accountable to taxpayers for their use of CRF Allocations.

Municipalities are required to submit the following to their regional Municipal Service Office of the Ministry of Municipal Affairs (addresses attached):

(i) a council resolution declaring the municipality's:
   a) intent to use the CRF Allocations they will receive for the benefit of taxpayers; and
   b) acceptance of the CRF Allocations in accordance with these terms and conditions by January 30, 2004;
(ii) their 2003 Financial Information Returns (FIRS) in accordance with the deadline to be set by MMAH; and

Failure to meet these deadlines may result in the withholding of CRF Allocations until these documents have been provided to the Province.
Municipal Services Offices
Ministry of Municipal Affairs and Housing

CENTRAL:
777 Bay Street, 2nd Floor
Toronto ON M5G 2E5

General Inquiry: (416) 585-6226
Toll Free #: 1-800-668-0230
FAX: (416) 585-6882

SOUTHWESTERN:
659 Exeter Road, 2nd Floor
London ON N6E 1L3

General Inquiry: (519) 873-4020
Toll Free #: 1-800-265-4736
FAX: (519) 873-4018

EASTERN:
8 Estate Lane
Rockwood House
Kingston ON K7M 9A8

General Inquiry: (613) 548-4304
Toll Free #: 1-800-267-9438
FAX: (613) 548-6822

NORTHWESTERN:
435 James St. S., Suite 223
Thunder Bay ON P7E 6S7

General Inquiry: (807) 475-1651
Toll Free #: 1-800-465-5027
FAX: (807) 475-1196

NORTHEASTERN:
159 Cedar Street, Suite 401
Sudbury ON P3E 6A5

General Inquiry: (705) 564-0120
Toll Free #: 1-800-461-1193
FAX: (705) 564-6863
December 18, 2003

Mr. Bert Meunier
Chief Administrative Officer
The City of Kingston
216 Ontario Street
Kingston, ON K7L 2Z3

Dear Mr. Meunier:

I am writing to provide you with details of an adjustment that will be made to your municipality’s Community Reinvestment Fund (CRF) allocation. As you will recall, last fall, active program costs in the CRF formula were updated for 2001.

After reviewing the calculation of Kingston’s 2001 approved public health costs, Ministry staff have updated the Public Health Research, Education and Development (PHRED) program cost.

An adjustment of $167,000 towards the City’s 2001 year-end public health costs is included in the total payment of $1,365,000 that will be processed by December 31, 2003.

The remaining $1,198,000 is in respect of 2002 and 2003 adjustment payment as shown in Line R of the enclosed 2002 & 2003 Adjustments and 2004 CRF Allocation Notice.

Please contact Alula Yimam at (416) 314-3849 if you have any questions.

Sincerely,

Nancy Naylor
Assistant Deputy Minister
# Local Services Realignment (LSR)
## Community Reinvestment Fund (CRF) - 2002 Year-End Reconciliation
### 2002 & 2003 Adjustments and 2004 CRF Allocation

($ Thousands)

## City of Kingston

### LSR Programs

<table>
<thead>
<tr>
<th>Active Programs:</th>
<th>Year-End 2002</th>
<th>Updated 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Assistance</td>
<td>13,878</td>
<td>13,878</td>
</tr>
<tr>
<td>Child Care</td>
<td>1,029</td>
<td>1,029</td>
</tr>
<tr>
<td>Public Health</td>
<td>1,580</td>
<td>1,580</td>
</tr>
<tr>
<td>Land Ambulance Services</td>
<td>2,010</td>
<td>2,010</td>
</tr>
<tr>
<td>Social Housing</td>
<td>6,274</td>
<td>6,274</td>
</tr>
<tr>
<td>Policing Costs Above $90/hh</td>
<td>463</td>
<td>463</td>
</tr>
<tr>
<td>Managed Forests/Conservation Lands Rebate</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Farm Tax Rebate</td>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

#### A. Total of Active Programs

| A. Total of Active Programs                          | 25,290        | 25,290       |

#### Add:

| B. Inactive Program Costs                            | 3,794         | 3,794        |
| C. Municipal Support Grant                           | 4,190         | 4,190        |
| D. Share of Upper-Tier Net Costs                    | 0             | 0            |
| E. Provincial Offences Act Net Revenues              | (618)         | (618)        |

#### Less:

| F. Savings Target                                    | 2,760         | 2,760        |

#### G. Net LSR Costs

| G. Net LSR Costs                                     | 29,896        | 29,896       |

#### H. Residential Education Tax Room

| H. Residential Education Tax Room                    | 25,156        | 25,156       |

#### I. CRF BASE ALLOCATION (G - H; 0 if negative)

| I. CRF BASE ALLOCATION (G - H; 0 if negative)       | 4,740         | 4,740        |

#### J. Transit Bonus

| J. Transit Bonus                                     | 1,328         | 1,328        |

#### K. CRF Bonus

| K. CRF Bonus                                         | 491           | 491          |

#### L. Supplementary Assistance

| L. Supplementary Assistance                          | 0             | 0            |

#### M. TOTAL CR ALLOCATION

| M. TOTAL CR ALLOCATION                               | 6,559         | 6,559        |

#### N. CRF Payments

| N. CRF Payments                                      | 5,960         | 5,960        |

#### O. CRF Adjustments (M - N)

| O. CRF Adjustments (M - N)                           | a             | 599          |

#### P. Total CRF Adjustments (a + b)

| P. Total CRF Adjustments (a + b)                     | 1,198         |              |

#### Q. 2004 CRF ALLOCATION

| Q. 2004 CRF ALLOCATION (Equal to Updated 2003 Total CRF Allocation) | 6,559        |

#### R. 2004 Stabilization Bonus

| R. 2004 Stabilization Bonus                          | 0             |              |

#### S. TOTAL 2004 CRF ALLOCATION (Q + R)

| S. TOTAL 2004 CRF ALLOCATION (Q + R)                  | 6,559         |              |

Total 2004 CRF Allocation of $6,559,000 will be paid in 4 equal installments of $1,639,750. CRF adjustments of $1,198,000 (line P) will be flowed prior to December 31, 2003.
RECOMMENDATION TO COUNCIL:

A. That Council continue to delegate its authority to approve tenders and award contracts to the Department Heads of the Corporation of the City of Kingston, when all of the following conditions have been satisfied:

1. When there is a sufficient approved budget;
2. When all conditions for the establishment of prices in the City’s purchasing by-law (By-law 2000-134), as amended, have been followed;
3. When the lowest tender is accepted;
4. When at least three tenders have been received.

-and further-

B. That the Commissioner of Corporate Services continue to provide an information report to Council on a monthly basis, documenting the approval of tenders and the awarding of contracts for the period.

-and further-

C. That this Delegation of Authority be reviewed annually.

ORIGIN/PURPOSE:

On January 8, 2002 Council approved the recommendation in Report C-010 for the Delegation of Authority of Tendering to Department Heads as per the City Purchasing By-Law 2000-134, as amended. At that time Council directed that the Delegation of Authority authorization would be reviewed annually. The purpose of this report is to continue to seek Council’s Delegation of
Authority to Department Heads in the administrative functions for the approval of tenders and awarding of contracts of the Corporation of the City of Kingston subject to the conditions set out in recommendation A.

OPTIONS/DISCUSSION:

In the event the recommendation for award of tender does not meet all of the above noted conditions, a separate report with recommendations will be prepared for Council to authorize the award. As for those that meet the above noted conditions, an information report on the award of tenders will be prepared by the Commissioner of Corporate Services and presented to Council on a monthly basis in accordance with recommendation B.

These measures have been in place since Council initially approved the “Delegation of Authority” on June 5, 2001. On a monthly basis Council receives detail information, compiled by the Purchasing section of the Finance Division, of tenders and contracts awarded meeting the established criteria. Council also receives numerous reports from various City departments, requesting authorization to award tenders, where the established criteria have not been met.

The criteria and conditions where “Delegation of Authority” applies are clear. Staff is cognizant of operating within the established criteria, and has been diligent in carrying out their duties. Successes arising from this delegation of authority include an improved turn-around time for tender awards, commencement of project works closer to tender call, a more streamlined approach to tender awards and contract confirmation and a consolidated report of information to Council on a monthly basis.

In the event Council wishes to return to the former practice of having all awards approved by Council, it does have other alternatives to deal with these matters as expeditiously as possible, which include:

- That Council meet on a more frequent basis, as required;
- That Council recognizes that staff may not be able to proceed in the calendar year 2004, with all of the works and/or procurements that were authorized.

EXISTING POLICY/BY-LAW:

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

LINK TO THE STRATEGIC PLAN:

N/A

FINANCIAL CONSIDERATIONS:

N/A
CONTACTS:
Janis Morrison  Purchasing Agent  546-4291  2229
Gerard Hunt  Manager of Finance  546-4291  2205

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
All

NOTICE PROVISIONS:
N/A

APPENDICES:
N/A

Denis Leger
Commissioner of Corporate Services

Bert Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner of Corporate Services
PREPARED BY: Janis Morrison, Purchasing Agent
DATE OF MEETING: 2004-01-20
SUBJECT: Request For Proposal CORP-FIN-2003-5 For Petroleum Fuel

RECOMMENDATION TO COUNCIL:

That the Request for Proposal for Petroleum Fuel (RFP Corp-Fin-2003-5) be awarded in part as follows:

A. 1. That Triheat Anglin Energy Supply Company be awarded gasoline grade No. 2 having submitted the price mechanism demonstrating the best value for the designated control period and the product with the lowest sulphur content.

2. That Triheat Anglin Energy Supply Company be awarded dyed diesel and furnace oil no. 2, having submitted competitive pricing on environmentally superior products having submitted the highest scoring Proposal based on the criteria provided.

3. That McKeown and Wood Limited be awarded the clear oil diesel fuel having submitted the price mechanism demonstrating the best value for the designated control period and the product with the lowest sulphur content.

B. That the Mayor and Clerk be authorized to sign the necessary contracts satisfactory to the Legal Services Division.

ORIGIN/PURPOSE:

The Request for Proposal for Petroleum Fuel is coordinated by the Purchasing Agent of the City of Kingston on behalf of the City of Kingston and other local public agencies to provide fair prices and consistent supply and service for the procurement of petroleum fuels for the term commencing February 1, 2004 through to September 15, 2004. The Request for Proposal is structured to take a consolidated approach however external participants can accept their own prices and products. In the past tender award decisions have been consistent with those of the City.
OPTIONS/DISCUSSION:

Request for Proposal CORP-FIN 2003-5 for petroleum fuels was publicly advertised and fax broadcast to vendors on the City vendor list with four submissions received.

Proposals were evaluated by the Purchasing Section, Finance Division in consultation with the Fleet, Transit and Environment Divisions. The following evaluation criteria was provided to proponents and applied to the evaluation of submissions.

<table>
<thead>
<tr>
<th>Components</th>
<th>Weighting Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing Option/Formula</td>
<td>30 %</td>
</tr>
<tr>
<td>Product Quality/Sulphur Content</td>
<td>30 %</td>
</tr>
<tr>
<td>Ease of Administration</td>
<td>20 %</td>
</tr>
<tr>
<td>Company Profile/References</td>
<td>12 %</td>
</tr>
<tr>
<td>Compliance to the RFP Format</td>
<td>5 %</td>
</tr>
<tr>
<td>Ontarians Disability Act</td>
<td>3 %</td>
</tr>
</tbody>
</table>

Proposers were required to submit pricing for the individual fuel products for the months of January, July and October, 2003 that would reflect the prices the City of Kingston would have paid based on their proposed formulas. The resulting averages are illustrated in Schedule A. Proponents also quoted on products of lower sulphur content, as illustrated in Schedule A received higher scoring in the product quality component.

<table>
<thead>
<tr>
<th>Proposal Ranking Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

Triheat Anglin, submitted the lowest price and the lowest sulphur content for grade no. # 2 unleaded gasoline and McKeown & Wood submitted the lowest price and the lowest sulphur content for clear diesel fuel providing the basis for this award.

McKeown & Wood submitted the lowest price for Dyed Diesel but the second highest sulphur content, resulting in the recommendation this product be awarded to Triheat Anglin having submitted the lowest sulphur content and the highest ranking Proposal.

Imperial Oil submitted the lowest price for furnace oil and the highest sulphur content resulting in the recommendation furnace oil be awarded to Triheat Anglin having submitted the lowest sulphur content and the highest ranking proposal.
At this time the actual quantity of dyed diesel fuel and furnace oil that will be purchased between the award of this tender and the end date has not been estimated. The Fleet Division has transitioned to dyed diesel from clear diesel where possible and other Divisions are removing furnace oil tanks as required. As a result the total value of purchase for the contract period can not be determined.

The 2002/2003 fuel tender analysis resulted in the sulphur content being a key component in the award decision and the most environmentally friendly and cost competitive products were used. Samples were drawn and tested for compliance over the course of the contract, a practice that will be continued in 2004. This recommendation is an example of the City’s awareness of pollution prevention and environmental best management practices.

As Council is aware, in 2003 the City implemented a retail card lock system for fuel. Council approved the implementation to Petro Canada which is separate from this tender. Experimentation with biodiesel has resulted in a significant reduction in bulk fuel usage. Further reduction in the consumption of bulk fuels in anticipated in 2004.

In 2004 the City will continue researching environmentally friendly fuel products in preparation for the release of the next Request for Proposal for fuel in September 2004.

The recommended suppliers are the City’s current suppliers for bulk fuels, both having provided excellent service to the City in the past.

EXISTING POLICY/BY-LAW:

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

LINK TO THE STRATEGIC PLAN:

N/A

FINANCIAL CONSIDERATIONS:

The recommended award for gasoline grade #2 and clear diesel reflect the lowest price and the lowest sulphur content. The recommended award for coloured diesel and furnace oil are on the basis of lower sulphur content with at a slightly greater cost as illustrated in Schedule A. The Environment Division participated in the evaluation of the proposals and this recommendation is based pollution prevention and environmental best management practices.
CONTACTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone Number</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janis Morrison</td>
<td>Purchasing Agent</td>
<td>546-4291</td>
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</tr>
<tr>
<td>Gerard Hunt</td>
<td>Manager of Finance</td>
<td>546-4291</td>
<td>2205</td>
</tr>
<tr>
<td>Bud Steele</td>
<td>Manager, Fleet</td>
<td>546-4291</td>
<td>2216</td>
</tr>
<tr>
<td>Malcom Morris</td>
<td>Manager, Transit</td>
<td>546-4291</td>
<td>2260</td>
</tr>
<tr>
<td>Jim English</td>
<td>Pollution Prevention Specialist</td>
<td>384-1770</td>
<td>138</td>
</tr>
<tr>
<td>Paul Candon</td>
<td>Algonquin and Lakeshore Dist.Sch Board</td>
<td>354-2255</td>
<td></td>
</tr>
<tr>
<td>Robert Gerritsen</td>
<td>Cataraqui Conservation Authority</td>
<td>546-4228</td>
<td>234</td>
</tr>
<tr>
<td>Starr Fenwick</td>
<td>Limestone District School Board</td>
<td>544-6920</td>
<td></td>
</tr>
<tr>
<td>Jim Guest</td>
<td>Loyalist Township</td>
<td>386-7351</td>
<td>117</td>
</tr>
</tbody>
</table>

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
All Departments

NOTICE PROVISIONS:
N/A

APPENDICES:
Schedule A - Price and Sulphur Content Comparison

---

Denis Leger
Commissioner of Corporate Services

Ferr Meunier
Chief Administrative Officer
SCHEDULE A-PRICE AND SULPHUR CONTENT COMPARISON

Vendors were asked to submit price sampling for the months of January, July and October 2003 to illustrate their proposed formulas. The following prices per litre represent the averages of this information.

<table>
<thead>
<tr>
<th></th>
<th>McKeownWood</th>
<th>Rosen Fuels</th>
<th>Triheat Anglin</th>
<th>Imperial Oil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unleaded</td>
<td>.6766</td>
<td>.6991</td>
<td>.6689</td>
<td>.6878</td>
</tr>
<tr>
<td>Gasoline #2</td>
<td>.5712</td>
<td>.6314</td>
<td>.5927</td>
<td>.5789</td>
</tr>
<tr>
<td>Clear Diesel</td>
<td>.4120</td>
<td>.4552</td>
<td>.4585</td>
<td>.4259</td>
</tr>
<tr>
<td>Dyed Diesel</td>
<td>.3674</td>
<td>.4598</td>
<td>.4097</td>
<td>.3670</td>
</tr>
</tbody>
</table>

Sulphur Content (ppm)

<table>
<thead>
<tr>
<th></th>
<th>Unleaded</th>
<th>Clear Diesel</th>
<th>Dyed Diesel</th>
<th>Furnace Oil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unleaded</td>
<td>150</td>
<td>380</td>
<td>3400</td>
<td>4965</td>
</tr>
<tr>
<td>Gasoline #2</td>
<td>300</td>
<td>475</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Clear Diesel</td>
<td>140</td>
<td>460</td>
<td>460</td>
<td>460</td>
</tr>
<tr>
<td>Dyed Diesel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnace Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>500</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>
TO: Bert Meunier, Chief Administrative Officer
FROM: Terry Willing, Acting Commissioner, Planning & Development Services
PREPARED BY: Peter Huigenbos, Project Supervisor – Development
DATE OF MEETING: January 20, 2004
SUBJECT: SIGNING AUTHORITY FOR CRCA FISH HABITAT COMPENSATION PLAN AGREEMENT; OLD FRONT ROAD SHORELINE IN-FILL PROJECT

RECOMMENDATION TO COUNCIL:

THAT Council authorize the Mayor and City Clerk the authority to sign on behalf of the City of Kingston a Fish Habitat Compensation Plan agreement with the Cataraqui Region Conservation Authority (CRCA) for the cost of implementing fish habitat compensation in the amount of $7,159 for the Old Front Road erosion protection project in accordance with the Fisheries Act Section 35(2) in a form satisfactory to the Legal Division of the City.

ORIGIN/PURPOSE:

Approved capital funds have been carried forward for this project, and the CRCA is now ready to complete the work over this winter before spawning season in the spring (see December 24, 2003 letter from CRCA in Appendix ‘A’).

The shoreline for Old Front Road was stabilized by the City in 2001, subject to a condition of approval from the Department of Fisheries and Oceans. The condition is now being implemented with our contribution to off-site fish habitat creation by CRCA, as approved by Fisheries and Oceans in their letter dated January 30, 2003, attached as Appendix ‘C’.

OPTIONS/DISCUSSION:

The area of harmful alteration, disruption or destruction of fish habitat associated with the construction of the dynamic stone revetment along the shoreline was 1,606 m². Under the authorization by Fisheries and Oceans Canada, the City is responsible for remediation work to replace the area of infill on a 1:1 ratio. The CRCA will carry-out the City’s necessary channel excavation work as part of a larger project along the Little Cataraqui Creek. The City will contribute to the cost of the CRCA work proportionate to the area of remediation required.

Save and except a final photograph report, the remediation work being carried-out by the CRCA is the City’s final obligation under the authorization from the Department of Fisheries and Oceans.
EXISTING POLICY/BY-LAW:

Council must grant staff and the Mayor the authority to enter into agreements on behalf of the City of Kingston.

LINK TO STRATEGIC PLAN:

Not applicable.

FINANCIAL CONSIDERATIONS:

Total Cost: $7,159

Schedule ‘C’ of the CRCA agreement (Appendix ‘B’) shows the breakdown of the City’s costs. The total cost is $7,159.

CONTACTS:

Speros Kanellos, Manager Engineering Division 384-1770 ext. 3133
Peter Huigenbos, Project Supervisor - Development 384-1770 ext. 3148

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Legal Division

NOTICE PROVISIONS:

Not applicable

APPENDICES:

Appendix ‘B’: Schedule ‘C’ of the CRCA Agreement – Cost Breakdown
Appendix ‘C’: January 30, 2003 letter from the Department of Fisheries and Oceans
December 24, 2003

Speros Kanellos  
City of Kingston  
Engineering Department  
216 Ontario Street  
Kingston, Ontario  
Canada, K7L 2Z3

RE: FISH HABITAT COMPENSATION PLAN  
FISHERIES ACT SECTION 35(2) AUTHORIZATIONS  
PR-00-0136 OLD FRONT ROAD DYNAMIC REVETMENT

Dear

In accordance with the Fisheries Act Section 35(2) Authorization provided by Fisheries and Oceans Canada (Ontario Great Lakes Region) for the above listed works the CRCA has prepared a compensation plan to be implemented within the Marshlands of the Little Cataraqui Creek.

Enclosed you will find two copies of an agreement related to the Authorization outlining the compensation portion assessed to your project,

Concurrence from your office with the agreement is needed as soon as possible in order for arrangements to continue for this construction season (January 15, 2004 to March 15, 2004). When returning the agreement, signed by an authorized City of Kingston agent, please include a cheque representing a deposit of one-quarter of the construction costs outlined in Schedule ‘C’ of the agreement made payable to this Conservation Authority. Upon receipt, our agent will sign and a copy of the agreement will be provided for your files.

Consideration of the enclosures at your earliest opportunity will be appreciated. If there are any questions regarding the information enclosed or if you would like to arrange a meeting please contact the undersigned at (613) 546-4228 at extension 240.

Sincerely,

Tom Beaubiah  
CRCA Biologist

Enclosures: Agreement and related schedules
SCHEDULE "C"

COST BREAKDOWN
Schedule “C”
Costs

City of Kingston – Old Front Road Dynamic Revetment
Channel / pond excavation compensation to create 1606 m² of fish habitat per authorization # PR-00-0136

Construction $5564
Monitoring Costs $400
Project Administration
  Including Design, Approvals with Site Supervision $1195
Total Cost $7159
30 January, 2003

Peter Huigenbos
Development Technologist/ Engineer in Training
City of Kingston
216 Ontario Street
Kingston ON K7L 2Z3

Subject: PR-00-0136 As Built Calculations- Old Front Road Dynamic revetment

Dear Sir,

Fisheries and Oceans Canada – Ontario Great Lakes Area (OGLA) received the As-Built footprint and calculations report on 20 January 2003. Thank you for the submission of the As-Built report documenting the fish habitat alterations and losses arising from the construction of the Old Front Road dynamic revetment. This satisfies Condition 5.0 of Fisheries Act Authorization No. PR-00-0136

I have reviewed the report and accept the calculations of fish habitat alteration and destruction as presented.

I understand that this information will be forwarded to Cataraqui Region Conservation Authority (CRCA) to be included in the planning of the Little Cataraqui Creek wetland enhancement works. I acknowledge that the City of Kingston will participate in these works through CRCA and will construct no less than 1606 m² of fish habitat in the wetlands, thus meeting the terms of the Fisheries Act authorization PR-00-0136.

Should you have any questions or comments, please contact me at (613) 925-2865 ext. 111.

Sincerely,

Richard Van Egen
Impact Assessment Biologist
Fisheries & Oceans Canada
Ontario-Great Lakes Area

copy: Steve Knechtel, CRCA
Paul MacLatchy, City of Kingston
Speros Kanellos, City of Kingston
Ross Cholmondeley, OMNR Kingston Area
TO: Bert Meunier, Chief Administrative Officer
FROM: Terry Willing, Commissioner of Planning and Development Services
Denis Leger, Commissioner of Corporate Services
Joseph E. Davis, Senior Project Manager
Gerard Hunt, Manager of Finance
PREPARED BY: Joseph E. Davis, Senior Project Manager
Gerard Hunt, Manager of Finance
DATE OF MEETING: 2004-01-20
SUBJECT: Financial Plan/Implementation of the ERASE Task Force Report

RECOMMENDATION TO COUNCIL:

WHEREAS Council has endorsed the ERASE Community Improvement Plan in principle, and;

WHEREAS implementation of the ERASE Community Improvement Plan requires start-up funding from municipal resources; and,

WHEREAS staff estimates that the ERASE Community Improvement Plan will generate funds to cover the program’s administrative costs and provide sufficient funds to finance the costs associated with the “Getting Our House in Order” program:

THEREFORE BE IT RECOMMENDED that Council approve the financial plan for funding the ERASE Community Improvement Plan, as follows;

1. Funding of the program start up costs through the annual budget process from the Working Fund Reserve in an amount not to exceed $110,000 annually for a period of 4 years and that the funds be returned to the Working Fund Reserve as funds accumulate from the ERASE Community Improvement plan. and;

2. Excess revenues resulting from the ERASE financial plan be reviewed annually and subject to the approval of Council be allocated in whole or in part to the Environment Reserve Fund for the purposes of remediation of municipally owned properties as defined in the “Getting our House in Order” program of the ERASE plan.
THEREFORE BE IT FURTHER RECOMMENDED that Council authorize staff, in accordance with Provincial requirements, to send the ERASE plan to the Ministry of Municipal Affairs.

ORIGIN/PURPOSE:
At the Council meeting on Tuesday, June 10, 2003, Council approved the following recommendations with respect to implementing the ERASE Community Improvement Plan:

- THAT Council approve the ERASE Community Improvement Plan in principle, and;
- THAT Council direct staff to engage in a public consultation process and bring a report back to Council for final approval of this plan, and;
- THAT Council authorize staff to include an exemption for development of brownfield sites in the background study for the Development Charge and Impost Fee review, currently being initiated with a complete date schedule for September 2004, and;
- THAT Council approve the financial incentives as outlined in the ERASE Community Improvement Plan, specifically:
  - The ERASE Redevelopment Grant
  - The ERASE Study Grant
  - The ERASE Planning & Development Fees Program, and;
- THAT staff be instructed to prepare a financial plan to support the recommendations of the ERASE Task Force, and;
- THAT once Council approves the ERASE Community Improvement Plan at the completion of the public consultation process, staff forward the plan to the Ministry of Municipal Affairs & Housing for approval.

The purpose of this report is to bring forward the financial plan in support of the ERASE Community Improvement Plan (ERASE CIP). In addition, information with respect to new funding opportunities provided by the Federation of Canadian Municipalities (FCM) for brownfield programs/properties is included in this report.

OPTIONS/DISCUSSION:
I. Financial Plan:
Staff from Planning and Development Services and the Finance Division of Corporate Services has developed a financial model that will provide for the implementation of the ERASE CIP and throughout its duration, which is scheduled to run for ten years. Expected program costs for the
ERASE CIP include funds for the ERASE Grant Study, ERASE Redevelopment Grant and ERASE Planning & Development Fees, staff and promotion. The source of revenue for this program will be derived from 20% of the incremental tax increase once the property is developed. The net revenue will be placed in the Environment Reserve Fund for the purposes of remediation of municipally owned property as provided in the ERASE plan. Funds advanced from the Working Fund Reserve as part of the initial introduction, will be returned appropriately.

**Program – Financial Summary**

(Accumulated estimate for 10 years)

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>$300,000</td>
</tr>
<tr>
<td>Promotion</td>
<td>150,000</td>
</tr>
<tr>
<td>Studies</td>
<td>250,000</td>
</tr>
<tr>
<td>Engineering Fees</td>
<td>130,000</td>
</tr>
<tr>
<td><strong>Program Expenditures</strong>:</td>
<td>830,000</td>
</tr>
<tr>
<td>Add: Funds returned to Working Fund Reserve</td>
<td>440,000</td>
</tr>
</tbody>
</table>

| Revenues:              |
|------------------------|----------|
| Funds advanced from Working Fund Reserve | 440,000  |
| Program revenue (20% incremental tax increase) | 2,074,400 |

<table>
<thead>
<tr>
<th><strong>Net Revenue</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>These funds are to be used to fund works on City-owned property “Getting Our House in Order”.</em></td>
<td>$1,244,400*</td>
</tr>
</tbody>
</table>

The ERASE CIP Area hosts approximately 40 known sites having real or perceived contamination that may qualify for funding under this program. Most sites are small, being less than half an acre in size, while a number of sites are greater than one acre in size, with the largest being the Davis Tannery at approximately 35 acres.

In developing the financial model for the ERASE CIP, staff used a cross-section of both large and small projects throughout the project period. It is difficult to estimate the types of projects that owners or developers might consider when developing a brownfield site, so a conservative approach was used to factor in both small and large projects. The payback for cleaning up the site is determined on increased assessment and taxes levied for the newly developed site; therefore, the financial plan assumes that one large project, such as the Davis Tannery, would result in a more costly clean-up and in a higher value reconstruction project and provide revenue through the sharing formula approved in the ERASE CIP.

Start-up funding for the ERASE CIP programs will be provided through an advance from the Working Fund Reserve until such times as revenues from the programs are generated to replenish the advanced amount. The amount to be advanced is difficult to estimate inasmuch as it is anticipated that our operating costs will be approximately $110,000 per year for the first four years of the program. It could be 2-4 years before revenues generated from the ERASE program are seen.
Therefore it is recommended by staff that we obtain authority from Council to acquire a $110,000 advance from the Working Fund Reserve, subject to annual budget approval for years 1, 2, 3 and 4 with annual reports back to Council determining when replenishment schedules are estimated to begin. The 2003 Capital Budget provided $40,000 in brownfields funding, of which, by the end of the year, $18,000 will be remaining. It is anticipated that this $18,000 will be transferred over and form part of the start-up costs for the ERASE Study Grants.

Costs identified include part-time staffing of approximately .33 FTE, promotional costs, ERASE Study Grants, which have a maximum value of $10,000 per application per property to a maximum of $50,000 per year, and forgiveness of engineering and planning fees. Start-up funding is required as revenues will not be generated until completion of the site's redevelopment including the assessment and taxation thereof.

Revenues are derived from the value-added assessment and taxation attributed to the development, representing 20% of the increase in tax revenues as a result of re-development over the ten year period. Any accumulated revenue at the end of the ten year period will address projects identified by Council, which fit the criteria in the ERASE Task Force's entitled “Getting Our House in Order”.

II. Private and Public Sector LEED Initiatives:

Leadership in environmental and energy design (LEED) is an economically and environmentally responsible approach to building design. The Environment Division is currently working to develop a business plan to support a LEED policy for the Corporation and to develop initiatives for the adoption of LEED by the private sector. This initiative is supported by the Focus Kingston Strategic Plan and projects identified on both the corporate and community balanced scorecards. This policy, if adopted by council, could be applied to the ERASE program. Further information will be presented to Council in the near future.

III. Additional Funding Opportunity:

Members of the Task Force met with representatives from the Federation of Canadian Municipalities (FCM) who presented an overview of its Green Municipal funds programs, which include various funding opportunities for both municipalities and the private sector for works related to brownfields.

The FCM provides two funding opportunities: the Green Municipal Enabling Fund (GMEF) and the Green Municipal Investment Fund (GMIF). Specifically, the FCM is looking for innovative projects that they can either fund directly to a municipality or to the private sector, where the private sector has a partnership (shared risk) with a municipality. The partnership in this case would be established through the ERASE CIP application and approval process.

The City of Kingston is currently looking at submitting an application to the FCM to fund an extensive research and inventory of all brownfield sites within the City. This project would be undertaken in conjunction with Queen’s University and would result in a compilation of all environmental assessments of each site and other relevant information that is on file.
Additionally, the FCM has advised that funding for innovative approaches to deal with the contaminants, would be available to the owner of such properties. The FCM is also discussing the possible expansion of its feasibility study grant program to accommodate a Phase II and Phase III and/or Site Specific Risk Assessments. More specific information on these grants will be available in the future.

EXISTING POLICY/BY-LAW:
The City currently does not have a policy that assists property owners with the costs associated with brownfields redevelopment. This financial plan will allow us to establish such a policy and establish the necessary by-laws to assist in the remediation and redevelopment of brownfield sites.

LINK TO THE STRATEGIC PLAN:
This initiative has a strong tie to the Strategic Plan inasmuch as it has centered on the FOCUS Kingston 2000-2010 document where priorities have been established for immediate attention. The remediation and redevelopment of brownfield sites score high in both the Economic Prosperity priority area and the Environmental priority area. The area of Economic Prosperity to marketing these properties for further investment and redevelopment ranked highest providing employment and sustainable development through the use of lands currently serviced. In the area of the environment, quality of life was stressed with a need to improve the quality of land and establish an inventory and program to develop a brownfield strategy that would positively impact both the physical health of the community and the environmental health of the Municipality.

FINANCIAL CONSIDERATIONS:
In accordance with policy the Working Fund Reserve can be used to fund the start-up costs for years 1 to 4 inclusive, at approximately $110,000 per year, all of which will be considered an advance that will be returned once the revenue from the program is generated. Staff will report back to Council on an annual basis not only of the ERASE Community Improvement program but also the financial plan and its repayment of this advance back to the Working Fund Reserve.

In accordance with the advice of the ERASE Task Force, excess funds generated during the 10 year period as provided in the ERASE plan can be allocated to the Environment Reserve, subject to Council's direction annually. This is an appropriate source of funds for the purpose of remediation of Municipal properties.

CONTACTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Willing</td>
<td>Commissioner of Planning &amp; Development</td>
<td>384-1770</td>
<td>3181</td>
</tr>
<tr>
<td>Denis Leger</td>
<td>Commissioner of Corporate Services</td>
<td>546-4291</td>
<td>1328</td>
</tr>
<tr>
<td>Pat Carroll</td>
<td>Manager, Taxation &amp; Revenue</td>
<td>546-4291</td>
<td>2468</td>
</tr>
</tbody>
</table>
**REPORT TO COUNCIL**

- Page 6 -

Joseph Davis  
Senior Project Manager  
384-1770  3125

Gerard Hunt  
Manager of Finance  
546-4291  2205

**DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:**

N/A

**NOTICE PROVISIONS:**

N/A

**APPENDICES:**

N/A

---

Terry Willing  
Commissioner of Planning & Development

Denis Leger  
Commissioner of Corporate Services

Bert Meunier  
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner of Corporate Services
PREPARED BY: Janis Morrison, Purchasing Agent
DATE OF MEETING: 2004-01-20

RECOMMENDATION TO COUNCIL:
Not Applicable

ORIGIN/PURPOSE:
This Information Report is to advise Council of tenders approved and contracts awarded that meet the established criteria of delegated authority for the months of November and December 2003.

OPTIONS/DISCUSSION:
Council has approved the delegation of authority to approve tenders and award contracts to the Department Heads of the City of Kingston, when all of the following conditions have been satisfied:

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

November and December 2003 procurement opportunities that are not included in this report are as follows:

- value of the purchase, if less than $50,000 and not tendered
- tenders closing in November and December that were approved by Council at November and December council meetings
The following information is provided with respect to tenders awarded since the last report.

<table>
<thead>
<tr>
<th>Tenders/Contracts Approved By Delegated Authority – November and December 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART A</strong> - SCHEDULE ‘A’</td>
</tr>
<tr>
<td><strong>OS-AI 2003-7</strong></td>
</tr>
<tr>
<td><strong>DCS-CS 2003-6</strong></td>
</tr>
<tr>
<td>Woodbine Park Road Resurfacing, Sanitary Sewer and Watermain Servicing, closed on November 19, 2003, awarded to Len Corcoran Excavating Limited, at a cost of $170,779.49. (Including taxes)</td>
</tr>
</tbody>
</table>

| **PART B** – Tenders/Contracts/RFP’S Closed, Not Yet Awarded |
| Action: To be awarded in subsequent months |
| **CDS-CO 2003-01** |
| To Provide a New Radio System for Kingston Police and Fire & Rescue, closed October 15, 2003, to be awarded in subsequent months. |
| **CORP-IS 2003-5** |
| Computer Aided Dispatch System, closed on November 12, 2003, to be awarded in subsequent months. |

<p>| <strong>PART C</strong> – Tenders Closing in November and December |
| Action: Not meeting the established criteria (Subject(s) of separate individual report) |</p>
<table>
<thead>
<tr>
<th><strong>Contract Number</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
</table>

**EXISTING POLICY/BY-LAW:**
By-law 2000-134, *a by-law to Establish Purchasing Policies and Procedures for the City of Kingston, as amended.*

**LINK TO STRATEGIC PLAN:**
Not Applicable

**FINANCIAL CONSIDERATIONS:**
Not Applicable

**CONTACTS:**
Janis Morrison  Purchasing Agent  546-4291  2229
Gerard Hunt  Manager of Finance  546-4291  2205
DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
The following individuals had tenders and/or contracts closing during the reporting period.

Mark Segsworth  Commissioner, Department of Operations  546-4291  1345
Lance Thurston  Commissioner, Department of Community Services  546-4291  1250
John Cross  Manager, Policy and Support Services  546-4291  1249
Brad Finch  Manager, Airport  389-6404  101
Joe Davis  Projects Manager, Administration  546-4291  3125
Mike Richardson  Capital and Grants Projects Coordinator  546-4291  1257

NOTICE PROVISIONS:
Not Applicable

APPENDICES:
Schedule A – Tenders/Contracts Summary – November/December 2003

Dennis Leger
Commissioner of Corporate Services

Bert Meunier
Chief Administrative Officer
## Tender/Contract Summary November 2003

### Passenger Terminal Renovations

<table>
<thead>
<tr>
<th>Supplier/Service Provider</th>
<th>Bids Received (Excluding Taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cupido Construction Limited</td>
<td>$498,298.22</td>
</tr>
<tr>
<td>T. A. Andre &amp; Sons Limited</td>
<td>$523,422.00</td>
</tr>
<tr>
<td>Emmons &amp; Mitchell Construction Limited</td>
<td>$593,900.00</td>
</tr>
<tr>
<td>Build-All Limited</td>
<td>$640,970.00</td>
</tr>
<tr>
<td>Jensen Building Limited</td>
<td>$647,218.00</td>
</tr>
</tbody>
</table>

### Woodbine Park Road Resurfacing, Sanitary Sewer and Watermain Servicing

<table>
<thead>
<tr>
<th>Supplier/Service Provider</th>
<th>Bids Received (Including Taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Len Corcoran Excavating Limited</td>
<td>$170,779.49</td>
</tr>
<tr>
<td>O. Bettschern Construction Limited</td>
<td>$196,062.95</td>
</tr>
<tr>
<td>Hölsgrove Trucking &amp; Excavating Limited</td>
<td>$202,346.84</td>
</tr>
<tr>
<td>Gordon Barr Limited</td>
<td>$209,049.11</td>
</tr>
<tr>
<td>Taggart Construction Limited</td>
<td>$226,840.00</td>
</tr>
<tr>
<td>Morven Construction Limited</td>
<td>$238,996.27</td>
</tr>
<tr>
<td>Don Hart Construction Limited</td>
<td>$302,823.78</td>
</tr>
</tbody>
</table>
TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner of Corporate Services
PREPARED BY: Shawn Peters, Project Manager Electronic Services Delivery
DATE OF MEETING: 2004-01-20
SUBJECT: Electronic Services Delivery Initiative – Status Update

RECOMMENDATION TO COUNCIL:
This is an information report to Council.

ORIGIN/PURPOSE:
This report has been prepared to update City Council on the status of the Electronic Services Delivery (ESD) initiative.

OPTIONS/DISCUSSION:
The City of Kingston will be launching the Electronic Services Delivery initiative in late January 2004 with the following online services:

- Payment of parking tickets over the Internet and telephone
- Renewal of parking permits at municipal lots over the Internet and telephone
- Payment of Provincial Offences Act (POA) fines over the Internet

All project deliverables will have been achieved within the allocated budget. A multi-media communications plan will be launched as of the go-live date to improve adoption rates and to generate positive press coverage. The communications are broken into two time frames, the launch period and the ongoing communications. The ongoing communications will be adjusted as we monitor the effectiveness of the program and to meet seasonal and operational circumstances.

Background
The Electronic Services Delivery initiative impacts multiple priority areas identified as part of the Strategic Planning exercise. The Access to Information and Services priority area identifies effective use of technology as the key to successfully responding to community needs, and increasing knowledge of and access to municipal services.
Electronic Service Delivery offers citizens, businesses, and visitors self-serve access to a variety of municipal services anytime, anywhere. By providing services online, the ability to complete transactions is made available over a greater number of access points. This will not only improve service to online users but line-ups and telephone wait times will be reduced for citizens who prefer to speak with a staff member in person. The two main methods for self-serve access are Web Services and Interactive Voice Response (IVR). Web Services is transaction-based service offered over the Internet (e.g. the purchase of a product or service). Interactive Voice Response is a technology that allows individuals to use a telephone to complete transactions. Through the use of keystroke selection or voice response users are able to make choices and ultimately purchase or initiate actions.

Beginning in the summer of 2003, the City began working with CGI Information Systems and Management Consultants in designing, building and implementing the infrastructure and the initial set of services for the City of Kingston. Specifically the key deliverables were:

- Detailed validation of the services for 2003, including business requirements and technical requirements
- Installation of the software platform
- Installation of the hardware platform
- Specifically, the payment of parking tickets and Provincial Offences Act (POA) fines through self-serve channels
- Design and documentation of processes for developing e-applications for municipal services
- Development and streamlining of standards for the customer contact component of electronic services

A key success of the project in the first year was the design, build, and implementation of the hardware and software infrastructure that will enable future online services to be deployed. This secure infrastructure is completely scaleable and will accommodate up to 5,000 daily transactions, thus enabling the City to cost-effectively deploy future services.

**Future Services**

The work completed to-date is the part of an overall three-year plan for Electronic Services Delivery. As mentioned earlier, the installation of a secure environment is a major accomplishment that will enable future services to be deployed cost-effectively, and will enable the City to receive a greater return on its investment.

While preliminary research has been done on the benefits of future services, any decisions or plans will be discussed and decided as part of the 2004 and ensuing years' budget processes.

**EXISTING POLICY/BY-LAW:**

There are no existing policies/by-laws related to the payment of services through Electronic Services Delivery.

**LINK TO THE STRATEGIC PLAN:**

The Electronic Services Delivery initiative is an element of the *Access to Information and Services* strategic priority.
FINANCIAL CONSIDERATIONS:
All amounts being expended on this initiative have been approved as part of the 2002 and 2003 Capital Budgets.

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DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
All Departments

NOTICE PROVISIONS:
N/A

APPENDICES:
N/A

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Denis Leger
Commissioner of Corporate Services

Bert Meunier
Chief Administrative Officer