TO: Bert Meunier, Chief Administrative Officer
FROM: Lance Thurston, Commissioner of Community Services
PREPARED BY: Adele Lafrance, Manager of Administrative Services, Social Services
Helga Bellmore, Administration Financial Supervisor, Social Services
DATE OF MEETING: 2004-07-13
SUBJECT: Approval of Signing Authority for Consolidated Municipal Service Manager

RECOMMENDATION to Council:

WHEREAS the City of Kingston as the Consolidated Municipal Service Manager for provincially mandated social programs including Ontario Works, Homelessness, Childcare and Social Housing is required to enter into service agreements and amendments thereto, and

WHEREAS the execution of such agreements and amendments requires Council authorization,

THEREFORE BE IT RESOLVED that Council authorize the Mayor and Clerk to sign the provincial service contracts for the calendar year 2004 and the fiscal year 2004-2005, on behalf of the City of Kingston as the Consolidated Municipal Service Manager for these provincially mandated social programs;

AND FURTHER that Council delegates approval authority for these agreements and amendments to Division (Social Services & Housing) managers and supervisors and signing authority to the Mayor and Clerk for all subsequent provincial contract amendments and related service provider agreements it being understood that these contracts will be in a form satisfactory to a Senior Legal Counsel of the City

AND FURTHER that Council delegates approval and signing authority for related budget schedule and service descriptions attachments where they are required, to the Division (Social Services & Housing) managers and supervisors.

AND FURTHER that Council direct staff to bring forward for Council’s consideration, all new initiatives that have policy consideration and/or significant financial implications for the City;

ORIGIN/PURPOSE:
In January of 1997, the Province announced the realignment of provincial and municipal responsibilities. This service realignment, which included the transfer of service delivery and administrative responsibilities, was effected via designation of the City as the Consolidated Municipal Service Manager for Ontario Works and Homelessness in early 1998, for Childcare in early 2000 and for Social Housing in the fall of 2001.
OPTIONS/DISCUSSION:
Provincial business practices require “designated delivery agents and service managers”, including municipalities, to enter into yearly service contracts with the province. Likewise, some of these provincial programs (Childcare and Housing) require execution of yearly contracts with service providers including program descriptions and budget schedules. In addition to these regular service delivery agreements, additional agreements (with both the Province and service providers) may also be required over the course of the year. Many of these agreements are purely administrative in nature and ensure the continuous delivery of the provincial cost-shared social programs whether directly by City divisions or through purchase of service agreements with service providers.

Where any new provincial initiatives involving new policy considerations, new program delivery or significant financial implications for the City arise, staff will ensure Council’s consideration and authorization by forwarding a report to Council.

Likewise, staff will report program status and concerns that may arise within these social programs to Council as required.

EXISTING POLICY/BY-LAW
By-law No. 98-1, Council Procedural By-law provides authority for the Mayor and clerk to sign all agreements that are approved by Council.

LINK TO STRATEGIC PLAN: Not applicable

FINANCIAL CONSIDERATIONS:
Contract signing is required to formalize provincial subsidy projections that are already included in the approved municipal operating budget or that will provide additional enhancement funding above regular programs.

CONTACTS:
Adele Lafrance, Manager of Administrative Services, 546-2695 Ext. 4801
Tanie Steacy, Manager of Administrative Services, 546-2695 Ext. 4802
Greg Grange, Manager of Housing, 546-4291, ext 1265
Helga Bellmore, Administration Financial Supervisor, Social Services, 546-2695 Ext.4804
Laura Austin, Children’s Services Supervisor, Social Services, 546-2695 Ext. 4812
Lawrence Cleary, Supervisor, Financial, Housing, 546-4291, ext 1263

DEPARTMENTS/DIVISIONS/OTHERS CONSULTED AND AFFECTED:
Council Support, Finance, Legal Services, Social Housing
Carolyn Downs, Manager, Council Support Division, City Hall
Alan McLeod, Senior Legal Council, Legal Services Division, City Hall
Greg Grange, Manager, Housing Division

NOTICE PROVISIONS: N/A

APPENDICES: None included
Lance Thurston
Commissioner Community Services

Bertrand Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer  
FROM: Terry Willing, Acting Commissioner  
PREPARED BY: Kimberley J. Brown, Infrastructure Engineer  
DATE OF MEETING: July 13, 2004  
SUBJECT: AGREEMENT FOR LICENSED OCCUPANCY OF POWER UTILITY DISTRIBUTION POLES  

RECOMMENDATION TO COUNCIL:

That Council authorize the Mayor and the City Clerk to sign the “Agreement For Licensed Occupancy Of Power Utility Distribution Poles” prepared by Hydro One Networks Inc.

ORIGIN/PURPOSE:

Hydro One has informal and formal historic agreements with Municipalities for the connection and attachment of Municipal assets such as street lights and traffic signals on Hydro One assets such as poles, and is now formalizing this agreement with Municipalities across the province.

OPTIONS/DISCUSSION:

In 2003, the City was contacted by Hydro One Networks Inc. (Hydro One) requesting the City to enter into an “Agreement For Licensed Occupancy Of Power Utility Distribution Poles”. The agreement also contains a Schedule “A” the “Contract Administration Guide” which outlines the operational process and guidelines for attaching municipal assets to obtaining a connection to an Hydro One distribution pole.

The agreement was prepared by Hydro One in an effort to harmonize an the existing practice of permitting Municipalities to connect fixtures, such as street lights and traffic signals, to Hydro One poles that distribute electricity across the province as well as to ensure the integrity of the distribution asset and ensure a safe working environment for Hydro One workers, Municipal employees, and contractors and the public.

In the Hydro One territory there is no agreement necessary for poles that do not carry any Hydro One infrastructure as these poles are wholly owned by the Corporation of the City of Kingston. (i.e. Street light poles and traffic light poles.) Hydro One has almost two million distribution poles across Ontario. They have permitted Municipalities to connect fixtures to these poles to reduce the number of poles required within a right of way.
The agreement that Municipalities are required to sign outlines the responsibilities associated with these attachments and contains technical and safety guidelines. The agreement was circulated to the Engineering Division as well as Utilities Kingston for consideration and comment. Concerns were sent back to Legal to forward to Hydro One for a response. Following the response from Hydro One and review with the Legal Services Division, it has been concluded that the agreement presented was satisfactory and that the recommendation would be to enter into the agreement.

The fee associated with each fixture is $2.04 per year which is the fee that has been in place for what is believed to be approximately the past 20 to 25 years. The City of Kingston has 445 of its over 3500 fixtures attached to Hydro One poles in the Hydro One distribution area as inventoried in 2003. Therefore the annual cost for the permission to use Hydro One infrastructure is $907.80. The City of Kingston is currently paying this fee on its monthly invoice from Hydro One thus it is not a new cost for street lighting or traffic signals.

EXISTING POLICY/BY-LAW:

It a requirement that Council authorize the Mayor and the Clerk to sign any agreements that bind the corporation.

LINK TO STRATEGIC PLAN:

There is no link to the strategic plan.

FINANCIAL CONSIDERATIONS:

The annual fee for each connection to a Hydro One electric distribution pole is $2.04 which will be paid monthly and is financed in the operating budget of the Engineering Division. The estimated annual fee for the entire network is $907.80.

CONTACTS:

Steven Vance, Manager-Process Management, Business Integration-Asset Management, Hydro One Networks Inc. (905) 946-6210
Speros Kanellos, Manager-Engineering Division, 384-1770 ext. 3133
Kimberley J. Brown, Infrastructure Engineer-Engineering Division, 384-1770 ext. 3132
Alan Mcleod, Senior Legal Council-Legal Services, Department of Corporate Services, 546-4291 ext. 1237

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Utilities Kingston - Mark Campbell

NOTICE PROVISIONS:

There is no notice provision required.
APPENDICES:

There are no appendices.

Terry Willing
Acting Commissioner, Planning and Development Services.

Bert Meunier
Chief Administrative Officer
RECOMMENDATION TO COUNCIL:

That Council approve the:

1) Repurchase from Dacon Corporation Limited of approximately 10 acres of industrial land at the northeast intersection of Gardiners Road and Fortune Crescent described as Part 1, Plan 13R-16018;

2) That Council authorizes a capital budget amendment for the repurchase of the lots from Dacon Corporation Limited in the amount of $450,000 with funding from the Industrial Land Reserve Fund.

ORIGIN/PURPOSE:

On July 15th, 2000 Council authorized the purchase of the Smuggler’s Cove North property from Dacon Corporation Limited in exchange for some municipal properties and 10 acres of lots in the Cataraqui Industrial Estates valued at $450,000. The later proceeds were deposited in the Industrial Land Reserve Fund at the time.

The purpose of this report is to recommend the repurchase of those Cataraqui Estate lots from Dacon Corporation Limited, described as Part 1, Plan 13R-16018.

OPTIONS/DISCUSSION:

Dacon Corporation Limited’s business plan now has changed and we have agreed to buy back the industrial lots that were part of the Smuggler’s Cove North agreement. This was a special agreement initiated by the City to control the uses around the airport so as to limit the impact on Airport future development. We offered to buy back the property at its original value since this was part of a land exchange agreement.
Dacon Corporation Limited has confirmed their willingness to do so. Given the City’s shortage of Industrial lands in that park, we recommend to proceed with the repurchase knowing that we anticipate selling them to other potential buyers within a reasonable timeframe.

EXISTING POLICY/BY-LAW:

Not applicable

LINK TO STRATEGIC PLAN:

The sale of Industrial land is an activity linked to Economic Prosperity.

FINANCIAL CONSIDERATIONS:

Funds are available in the Industrial Land Reserve Fund to cover the repurchase price.

CONTACTS:

Bert Meunier, CAO ext. 1214

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Legal Division
Finance Division

NOTICE PROVISIONS:

The normal agenda notice is required for a budget amendment that does not impact the property tax rates.

APPENDICES:

N/A

Bert Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner, Corporate Services
PREPARED BY: Carolyn Downs, City Clerk/Manager, Council Support
DATE OF MEETING: July 13, 2004
SUBJECT: LEASE RENEWAL – MARTIN’S STORAGE AND DATA MANAGEMENT – RECORDS MANAGEMENT STORAGE

RECOMMENDATION TO COUNCIL:
That City Council approve the renewal of a Lease Agreement between the Corporation of the City of Kingston and Martin’s Storage and Data Management for a five-year term lease of 5,230 square feet of storage space, commencing July 1, 2004 and continuing until June 30, 2009 at a monthly lease rate of $5,230.00, it being understood that if required, the City of Kingston may exercise an option to increase the square footage by up to 2,000 additional square feet, if required, at the same rental rate per square foot;

And further
That this Agreement include a five year renewal option provision for automatic renewal at the end of the contract if required by the City and a 60 day cancellation clause;

And further
That the Lease Agreement be in a form satisfactory to the City Solicitor;

And further
That the Mayor and City Clerk be authorized to sign the Lease Agreement.

ORIGIN/PURPOSE:
The City of Kingston has leased space at Martin’s Storage and Data Management since 1999 for corporate records storage. The existing lease has expired and the purpose of this report is to renew the lease for an additional five years. The current space is near capacity and therefore additional space may be required for records storage in the near future.

OPTIONS/DISCUSSION:
In 1999 the City of Kingston entered into a Lease Agreement with Martin’s Storage and Data Management for a Records Storage and Archives facility to be located at 42 Terry Fox Drive. At that time 3,500 square feet of space was leased at a cost of $2,900 per month. The space was increased in 2002 by an additional 1,730 square feet to a total of 5,230 square feet, in order to accommodate increased demand for storage.
The city currently pays $4,340 plus applicable taxes per month for the rental of 5,230 square feet of storage space (83 cents per square foot). This rate did not increase during the five-year term.

The cost of the new lease will be $1.00 per square foot or $5,230 per month plus applicable taxes. This rental fee includes security system and fire protection system, shelving and racking, two desks and chairs for City staff, adequate lighting and climate control for archival purposes.

EXISTING POLICY/BY-LAW:
By-Law 98-1, Council Procedural By-Law provides authority for the Mayor and City Clerk to sign all agreements that are approved by Council.

LINK TO STRATEGIC PLAN:
There is no direct link to the Priority Action Items in the Strategic Plan.

FINANCIAL CONSIDERATIONS:
The monthly rate of $5,230.00, plus applicable taxes for the rental of 5,230 square feet. If additional space is required during the term of the Agreement, up to a maximum of 2,000 square feet, it will be provided at an additional cost of $1.00 per additional square foot.

CONTACTS:
Carolyn Downs, City Clerk/Manager, Council Support 546-4291 Ext. 1247
Barclay Mayhew, Manager, Properties 546-4291 Ext. 1233

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Barclay Mayhew, Manager, Properties 546-4291 Ext. 1233

NOTICE PROVISIONS:
No Notice Provisions are required.

APPENDICES:
None
TO: Bert Meunier, Chief Administrative Officer
FROM: Mark Segsworth, Commissioner of Operations
DATE OF MEETING: July 13, 2004
SUBJECT: Airports Capital Assistance Program – KMB Aviation Consulting Group

RECOMMENDATION TO COUNCIL:

1. That KMB Aviation Consulting Group be appointed to complete on behalf of the City of Kingston, applications under the Airports Capital Assistance Program (ACAP) for various projects contemplated for 2004 through 2009 at the Kingston (Norman Rogers) Airport; and

2. The appointment of this firm is based on the understanding that they will prepare the ACAP Applications on behalf of the City of Kingston; and

3. It is also agreed that for any ACAP Applications approved for funding by Transport Canada, that the appropriate Consultant is hereby authorized to complete the design and construction supervision. Transport Canada would reimburse any costs incurred in completing the engineering work associated with any approved ACAP projects to the City of Kingston; and

4. That the Consulting Firm enter into a contract with the City of Kingston outlining the above details, in a form satisfactory to the Director of Legal Services; and

5. That the Mayor and the Manager of Council Support be authorized to sign this contract.

ORIGIN/PURPOSE:

The purpose of the ACAP program is to assist eligible applicants in financing capital projects related to safety, asset protection and operating cost reduction.

OPTIONS/DISCUSSION:

Under Transport Canada ACAP guidelines, airports have to meet the following criteria to be eligible for funding:

1. An eligible applicant is the owner or operator of an eligible airport.
OPTIONS/DISCUSsION (continued):

2. An eligible airport is one which:
   a) Is not owned by the federal government,
   b) Meets the requirement of Air Regulations Series III No. 2 – Airports with respect to certification, and
   c) Receives regularly scheduled passenger service.
   Kingston (Norman Rogers) Airport is so noted as eligible.

3. An airport shall be deemed to be served by scheduled passenger service if in each year of the most recent three-year period an airport handled annually a minimum of 1,000 regularly scheduled commercial/scheduled charter passengers as reflected in Transport Canada official passenger statistics.

4. Contributions will be considered for the following types of projects:
   a) Safety-related airside projects
   b) Heavy airside mobile equipment
   c) Air terminal building/groundside safety related
   d) Asset protection.

ANALYSIS/DISCUSSIONS:

1. Airport Administration has determined that the following capital projects should be forwarded to Transport Canada for funding under the ACAP Program.
   - Taxiway “B” extension parallel to Runway 01/19;
   - Drainage improvements;
   - Emergency Services as per CARs 308.

2. KMB Aviation Consulting Group has approached Airport Administration with the offer to complete and forward these applications to the Federal Government on the City’s behalf.

EXISTING POLICY/BY-LAW:

The City of Kingston has had consulting firms make application to Transport Canada in the past.

LINK TO STRATEGIC PLAN:

Not Applicable

FINANCIAL CONSIDERATIONS:

The City agrees to pay the Consultant in accordance to the following schedule:

a) Preliminary Consulting fees of three (3%) percent of construction value will be established for all of the Kingston Airport’s 2004 to 2009 submission of ACAP application to Transport Canada. If denied, and re-submitted later, no extra fee to be applied.
b) The City shall pay the Consultant's Final Engineering fees of ten to thirteen (10-13%) percent of the Construction value for projects approved by Transport Canada. This value will vary based on the complexity of the airport project. The Consultant's Final Engineering fees will include Engineering design, drawings and site supervision for approved ACAP projects only.

CONTACTS:

KMB Aviation Consulting Group Inc., 53 Lorimer Street, Fonthill, ON L0S 1E3
Brad Finch, Airport Manager, 389-6404

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Legal Services

NOTICE PROVISIONS:

Not Applicable

APPENDICES:

None

Mark Segsworth, P. Eng.
Commissioner of Operations

Bert Meunier
Chief Administrative Officer
RECOMMENDATION TO COUNCIL:

1. That Pryde Schropp McComb, Inc be appointed to complete on behalf of the City of Kingston, applications under the Airports Capital Assistance Program (ACAP) for various projects contemplated for 2004 through 2009 at the Kingston (Norman Rogers) Airport; and

2. The appointment of this firm is based on the understanding that they will prepare the ACAP Applications on behalf of the City of Kingston; and

3. It is also agreed that for any ACAP Applications approved for funding by Transport Canada, that the appropriate Consultant is hereby authorized to complete the design and construction supervision. Transport Canada would reimburse any costs incurred in completing the engineering work associated with any approved ACAP projects to the City of Kingston; and

4. That the Consulting Firm enter into an contract with the City of Kingston outlining the above details, in a form satisfactory to the Director of Legal Services; and

5. That the Mayor and the Manager of Council Support be authorized to sign this contract.

ORIGIN/PURPOSE:

The purpose of the ACAP program is to assist eligible applicants in financing capital projects related to safety, asset protection and operating cost reduction.

OPTIONS/DISCUSsION:

Under Transport Canada ACAP guidelines, airports have to meet the following criteria to be eligible for funding:

1. An eligible applicant is the owner or operator of an eligible airport.
OPTIONS/DISCUSSION (continued):

2. An eligible airport is one which:
   a) Is not owned by the federal government,
   b) Meets the requirement of Air Regulations Series III No. 2 – Airports with respect to certification, and
   c) Receives regularly scheduled passenger service.
   Kingston (Norman Rogers) Airport is so noted as eligible.

3. An airport shall be deemed to be served by scheduled passenger service if in each year of the most recent three-year period an airport handled annually a minimum of 1,000 regularly scheduled commercial/scheduled charter passengers as reflected in Transport Canada official passenger statistics.

4. Contributions will be considered for the following types of projects:
   a) Safety-related airside projects
   b) Heavy airside mobile equipment
   c) Air terminal building/groundside safety related
   d) Asset protection.

ANALYSIS/DISCUSSIONS:

1. Airport Administration has determined that the following capital projects should be forwarded to Transport Canada for funding under the ACAP Program.
   - Ditch Modifications -- Runway 01/19;
   - Runway 01-19 Pavement Rehabilitation;
   - ODALS -- Runway 01;
   - SSALR -- Runway 19; and
   - Edgelighting – Runway 07-25.

2. Pryde Schropp McComb, Inc has approached Airport Administration with the offer to complete and forward these applications to the Federal Government on the City’s behalf.

EXISTING POLICY/BY-LAW:

The City of Kingston has had consulting firms make application to Transport Canada in the past.

LINK TO STRATEGIC PLAN:

Not Applicable
FINANCIAL CONSIDERATIONS:

The City agrees to pay the Consultant in accordance to the following schedule:

a) It is proposed that once Transport Canada has technically approved the project at a regional level that the Consultant be reimbursed up to 15% of their budgeted final engineering fees for ACAP development and design as presented and approved by Transport Canada as part of the ACAP Submission. If denied, and re-submitted later, no extra fee to be applied.

b) It is proposed that once Transport Canada has technically approved the project at a national level that the Consultant be reimbursed up to 30% of their budgeted final engineering fees ACAP development and design as presented and approved by Transport Canada as part of the ACAP Submission. The Consultant's Final Engineering fees will include Engineering design, drawings and site supervision for approved ACAP projects only.

c) Once ACAP Funding is announced and the City has entered into an agreement with Transport Canada to carryout the approved project, the Consultant would be eligible for 100% of all approved fees under the approved scope of work

CONTACTS:

Pryde Schropp McComb, Inc., 311 Goderich Street, Port Elgin, ON N0H 2C0
Brad Finch, Airport Manager, 389-6404

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Al McLeod, Legal Services, 546-4291 ext 1237

NOTICE PROVISIONS:

n/a

APPENDICES:

n/a

Mark Segsworth, P. Eng.
Commissioner of Operations

Bert Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer
FROM: Mark Segsworth, Commissioner of Operations
PREPARED BY: Brad Finch, Airport Manager
DATE OF MEETING: July 13, 2004
SUBJECT: Federal Contribution Agreement - Rehabilitation and Conversion of Runway 12-30 to a Taxiway - Kingston (Norman Rogers) Airport

RECOMMENDATION TO COUNCIL:

That the Mayor and Manager of Council Support be authorized to sign a Financial Assistance Agreement between Her Majesty the Queen in Right of Canada and The Corporation of the City of Kingston for funding in the amount of $1,298,000.00 for the Rehabilitation and Conversion of Runway 12-30 to a Taxiway for the Kingston (Norman Rogers) Airport.

ORIGIN/PURPOSE:

Airport Administration has received a Contribution Agreement from Her Majesty the Queen in Right of Canada to do works at the airport. This agreement requires Council approval for the signing of the Agreement.

OPTIONS/DISCUSSION:

1. At its regular meeting held on July 13, 1999, City Council approved Clause 1.i), Report No. 81 that appointed KMB Aviation Consulting Group Inc. enter into an agreement with the City of Kingston to complete Airports Capital Assistant Program (ACAP) applications on behalf of the City of Kingston.

2. Airport Administration with the assistance of KMB Aviation Consulting Group Inc. made application to Transport Canada for 95% financial assistance for runway/taxiway rehabilitation for the airport.

3. Transport Canada has processed the application made by of KMB Aviation Consulting Group Inc. on behalf of the City and approval has been received for the City to carry out these works at a value of $1,366,362.00.

4. In order to meet the financial assistance requirements for the funding, the City must enter into an agreement with the Government of Canada.
5. A Financial Assistance Agreement in the amount of $1,298,000.00 towards the rehabilitation and conversion of Runway 12-30 into Taxiway “B” for the Kingston (Norman Rogers) Airport has been forwarded from Transport Canada to the City. It is necessary for Council to authorize the Mayor and Manager of Council Support to execute same to obtain the Airport funding.

6. If the preferred tendered submission should be greater than $1,366,362.00, the City may apply to Transport Canada for increased funding. If the final tendered price or amount of federal funding is not satisfactory, the City always retains the option of not awarding the contract. Such action also does not jeopardize Transport Canada’s obligation to pay the City’s consultant fees to date. Note that the approval of this Report does not commit the City to expending more money than it is willing to spend. The City retains the final say in whether or not to award the contract.

7. The Financial Assistance Agreement has been reviewed and is in a form that is satisfactory to the Legal Services and Finance Divisions.

8. In the 2004 Capital Budget deliberations, Council approved monies for this work.

EXISTING POLICY/BY-LAW:

It has been existing policy to sign these agreements to obtain federal funding. Capital Budget By-Law No. 04-128

LINK TO STRATEGIC PLAN:

To upgrade the airport infrastructure and address safety issues.

FINANCIAL CONSIDERATIONS:

Provision of funds in the amount of $1,298,000.00 from the Federal Government under the Financial Assistance Agreement will be sufficient to cover 95% the entire works and consultant fees for the Apron Rehabilitation.

The balance of funds has been approved in the 2004 Capital Budget.

CONTACTS:
Brad Finch, Airport Manager, Operations Department 389 6404

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Alan McLeod, Legal Services 546-4291, x 1237
Gerard Hunt, Manager of Finance, 546-4291 x 2205

NOTICE PROVISIONS:
Not Applicable

APPENDICES:
None
Mark Segsworth, P. Eng.
Commissioner of Operations

Bert Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer

FROM: Denis Leger, Commissioner, Corporate Services

PREPARED BY: Jim de Hoop, Director, Information Systems Division
Shawn Croisier, GIS Administrator, Information Systems Division

DATE OF MEETING: July 13, 2004

SUBJECT: RFP No. CORP-IS 2-2004 GIS Intranet Mapping Program

RECOMMENDATION TO COUNCIL:

Based on the evaluation of proposals received for RFP No. CORP-IS 2-2004, it is recommended that the City of Kingston enter into an agreement in a form satisfactory to the City Solicitor with Orion Technology Incorporated, for GIS Software and Consulting Services - it being the firm receiving the highest overall evaluation score among four (4) proposals received.

ORIGIN/PURPOSE:

The services of a specialized GIS Software Provider and Consultant is required to provide The City of Kingston an off-the-shelf GIS Intranet Mapping Program. City of Kingston staff often have to work with, or query information based on geography. This information is primarily related to parcels, streets and infrastructure. City staff require a simple and low cost method that allows them to efficiently, quickly and reliably access the City’s GIS data as well as related attribute and report information.

The City currently has a web-based GIS product deployed within an Intranet environment. This application is a custom-made web-GIS program based upon MapGuide functionality. In late 2003, as a result of the numerous requests to add additional functionality to the current web-GIS product, the Information Systems Division performed a feasibility study on the current web-GIS product. Results from the feasibility study included:

1. It would be more cost-efficient to replace the current “custom-made” product with a commercial “off-the-shelf” product than to add the requested functionality to the current product.
2. The City does not have the required skill sets to efficiently maintain the current product. Purchasing a new product with enhanced administrator functionality is more cost-effective than hiring additional staff to maintain/upgrade the product.
3. The current product uses MS Access as its core database. Purchasing a new product that adheres to the City’s Database protocols is more cost-effective than migrating the existing product to Oracle.

The new web-GIS application will provide additional functionality such as the ability of supplying each of the different groups within the City (i.e. Planning, Engineering, Utilities Kingston, etc.) with a unique...
presentation of spatial data, improved security, wizard-based administrator tools, advanced notification, improved database querying and the creation of web-based cartographic quality maps. The application will also be able to accommodate the City’s plan to migrate from a varied GIS technical environment to a solution standardized around E.S.R.I..

A complete RFP document was prepared with the input of the GIS Sub-Committee of the Information Systems Steering Committee.

OPTIONS/DISCUSSION:

A team of four (Shawn Croisier, GIS Administrator, Information Systems; Stephen Skinner, Systems Operations Manager, Information Systems; John Burton, GIS Specialist, Information Systems; and Phil Healey, GIS Specialist, Planning Division) evaluated the written responses and scored them based on criteria set out in the RFP.

A summary of the ranking for the proposals received is shown below. Please note, due to the technical nature of the RFP, Vendors that did not score 26% or higher in the solutions approach were eliminated from the competition.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Cuesta</th>
<th>Marmak</th>
<th>KIEOPS</th>
<th>Orion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Company and Product Offering (30%)</td>
<td>16</td>
<td>18</td>
<td>19</td>
<td>23</td>
</tr>
<tr>
<td>2. Solutions Approach (39%) (Vendors scoring less than 26% failed to match sufficient number of mandatory requirements and were eliminated from the competition)</td>
<td>23 DQ</td>
<td>29 DQ</td>
<td>24 DQ</td>
<td>36</td>
</tr>
<tr>
<td>3. Product and Consultative Services Cost (25%)</td>
<td>n/a</td>
<td>20 n/a</td>
<td>n/a</td>
<td>24</td>
</tr>
<tr>
<td>4. Ontarians with Disabilities Act (3%)</td>
<td>n/a</td>
<td>0 n/a</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>5. Compliance with RFP Format (3%)</td>
<td>n/a</td>
<td>3 n/a</td>
<td>n/a</td>
<td>3</td>
</tr>
<tr>
<td>AVERAGE TOTAL</td>
<td>n/a</td>
<td>70%</td>
<td>n/a</td>
<td>86%</td>
</tr>
<tr>
<td>RANK</td>
<td>3 2 3 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When evaluating based on the functionality requirements, only Orion and Marmak were able to satisfy the requirements as indicated in the RFP. Further, Orion is the lowest cost bid when the total cost, both capital and operating, are considered. The proposed costs from the two short-listed vendors are listed below:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Orion</th>
<th>Marmak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Cost (includes 1st year Maintenance fee)</td>
<td>$39,062.50</td>
<td>$27,530</td>
</tr>
<tr>
<td>Training Cost</td>
<td>$4,800</td>
<td>$5,000</td>
</tr>
<tr>
<td>Installation Consulting Cost</td>
<td>$6,800</td>
<td>$27,000</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$50,662.50</strong></td>
<td><strong>$59,530</strong></td>
</tr>
</tbody>
</table>

It is recommended that Orion Technology Incorporated be awarded the RFP.
EXISTING POLICY/BY-LAW:

Existing policy in By-law No. 2000-134 indicates that City Council approval is required where the lowest priced proposal is not recommended. This report recommends the firm that received the highest evaluation score based on a combination of factors, including price and services.

LINK TO THE STRATEGIC PLAN:

N/A

FINANCIAL CONSIDERATIONS:

The capital cost associated with this system is $50,662.50 (before taxes) which includes first year maintenance fees. Orion Technology meets the technical and financial requirements of the system. Capital funds have been set aside in the 2004 capital budget under the Information Systems Division.

CONTACTS:

Jim de Hoop, Director Information Systems Division, phone 546-4291, ext. 1333  
Shawn Croisier, GIS Administrator, phone 546-4291, ext. 1223

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Janis Morrison, Purchasing Agent, Finance Division  
Members of the GIS Sub-Committee  
Members of the Information Systems Steering Committee

APPENDICES:

None
Denis Leger, Commissioner
Corporate Services

Bert Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer

FROM: Mark Segsworth, Commissioner of Operations

PREPARED BY: Malcolm Morris, Transit Manager

DATE OF MEETING: 2004-07-13

SUBJECT: Transit Service to Gardiners Road/Midland Avenue Corridor

RECOMMENDATION TO COUNCIL:

That Council approve the continuation of transit service to the Gardiners Road/Midland Avenue corridor.

And further;

That the TRANSPASS employer provided transit pass program remain in place and efforts be made to expand the program to other employers to encourage ridership.

ORIGIN/PURPOSE:

The Transit Division began an eight month trial transit service in the west end of the city serving the Gardiners Road/Midland Avenue corridor on November 17th, 2003. The trial period is coming to an end and we are now in a position to make a decision on the future of this service for the benefit of customers that now rely on Kingston Transit for their daily commute to work.

OPTIONS/DISCUSION:

Cataraqui Industrial Estates is located along the Gardiners Road/Midland Avenue corridor between Princess Street and Centennial Drive near Highway # 401. There are approximately 70 lots within this area; zoning permits general industrial activities such as manufacturing and assembly operations, processing plants, warehousing and distribution facilities, and business/professional offices. It is estimated that approximately 1,200 people are employed in this area of our community. The Urban Growth Strategy identifies this area as a significant employment district with projections of up to 10,000 jobs located in this area over the next twenty year period. Recent development activity has been highlighted by the introduction of the Assurant Solutions and Robinson Solutions; there are also many well established businesses that collectively employ a significant number of Kingstonians.

The Assurant Solutions decision to relocate to Kingston and their desire to provide transportation choices for their employees was the catalyst for introducing service to an area of the city that had been identified as being under serviced from a transit perspective.
The trial period provided an opportunity to introduce a new concept, called TRANSPASS in Kingston, that has proven to increase transit use in other municipalities. The concept is to work in partnership with businesses to institute an employer-provided pass program that encourages employees to use public transit by removing barriers revolving around payment. Our existing fare structure offers transit customers a choice of paying cash, using single-ride tickets or purchasing a monthly pass. The latter two options require a customer to attend one of our sales agencies to purchase the fare media on a recurring basis. Cash payment requires the customer to have coinage on hand for every trip made. An employer-provided pass eliminates the need to think and plan for the payment method to be used as each participating employee would have a special card purchased through a payroll deduction. A growing number of municipalities are embracing this concept and are implementing it among their business communities. Ottawa has had great success with their ECOPASS program resulting in thousands of commuters provided the opportunity to pay for their transit pass in a very convenient way. The Toronto Transit Commission is currently promoting this innovative approach to their business community as well.

The benefits of TRANSPASS transcend employees as it demonstrates corporate leadership among participating employers. Employers indicated this type of benefit would serve to attract employees and retain existing ones. Employers would have the option of passing on the full cost to their employees or to subsidize the monthly rate with an employer contribution. The benefits to Kingston Transit lie in the existence of a known revenue stream, decreased costs associated with reduced demand for printing tickets and passes, reduced demand for counting and handling cash and the potential to encourage increased ridership.

The Assurant Solutions became our flagship employer for the TRANSPASS program as it was introduced to their employee group upon commencement of the trial service. Since that time a growing number of employees have embraced the TRANSPASS concept and are enjoying the convenience of a payroll-deduction transit pass and a 10% discount over the price of a regular monthly pass. We believe the potential exists to continue the upward trend in popularity as the program becomes more familiar and the Assurant Solutions continues to expand their work force. The program was also made available to staff at the Midland Avenue Municipal Offices.

The purpose of the trial was to meet an identified need and measure ridership against predictions made based on our market research. We conducted three sets of ridership counts over the course of the trial period and discovered that ridership has been relatively stable over the eight month period. This can be explained in large part by the modest growth in employment opportunities in the target area during this time. We also believe that directing our marketing efforts on employers did not yield the desired result since it relied on an effective communication pipeline to each employee group. Should council decide to approve the staff recommendation to continue service, we will re-focus promotional efforts on potential users through a direct approach.

The rationale for staff’s recommendation to continue service goes beyond the ridership levels we achieved. There are a number of development activities currently underway that will magnify the need for transit service in this employment district of our community.

1) Wal-Mart has applied for site plan approval to relocate their retail operation to Midland Avenue; Wal-Mart represents a significant attractor of transit trips.
2) Staff have been in discussion with Ministry of Transportation officials on their plans for expansion of Highway 401 through the Kingston region. One of our discussion points has been the potential establishment of a Park and Ride facility in the vicinity of Highway 401 and Gardiners Road. The creation of Park and Ride facilities along the 401 has been identified in the Draft Transportation Master Plan that is now before Council.

3) The Kingston Transit Operational Review that is presently underway will be considering intensification of service on arterial streets, particularly along Princess Street. A strategy for feeding the corridor service along this arterial will need to be developed to produce an effective transit network. The Midland Avenue/Gardiners Road area may represent an important supportive service in this regard, particularly in view of its proximity to a major transfer point at the Cataraqui Town Centre.

That said, staff believe it would be premature to discontinue service at this time until we better understand the complexion of future service in the west end and until ridership potential has been fully exploited.

EXISTING POLICY/BY-LAW:

Not applicable.

FINANCIAL CONSIDERATIONS:

The 2004 operating budget contains sufficient funds to support continuation of this service. Implicit within the recommendation is the commitment to continuously assess route performance and make corrections where appropriate.

CONTACTS:

Malcolm Morris, Transit Manager – 546-4291 extension 2260
Ken Steele, Transit Supervisor – 546-4291 extension 2321
Marie Rose Ernst, Manager of Payroll & Benefits- Human Resources- 546-4291 extension 2228
Donna Miller, Manager Human Resources, Assurant Solutions – 634-4704
Donna Tregunna, Project Manager, KEDCO – 544-2725 extension 224

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Operations Department – Transit Division
Corporate Services – Human Resources Division
Planning and Development – Engineering Division

NOTICE PROVISIONS:

Not applicable
APPENDICIES:

Map of Cataraqui Industrial Estates illustrating the trial service transit route.

Mark Segsworth
Commissioner of Operations

Bert Meunier
Chief Administrative Officer

K:Trsptn/Reports & Attachments_Reports to Council-West End Transit Service 06-30-04
REPORT TO COUNCIL

TO: Mayor and Members of Council

FROM: Bert Meunier, Chief Administrative Officer

PREPARED BY: Alan McLeod

DATE OF MEETING: 04-07-13

SUBJECT: Gas Franchise Renewal for the Former Kingston Township

RECOMMENDATION TO:

That Council agree to a further six month extension of the current franchise with Union Gas for the area formerly known as Kingston Township on a without prejudice basis, commencing July 17, 2004 and authorize staff to proceed with the required applications and agreements required to do so.

ORIGIN/PURPOSE:

In a letter dated September 22, 2003, Union Gas had requested a 20-year renewal of the Gas franchise for the former municipal area of Kingston Township and has provided documents in that respect. In that same letter, they also requested a 6 month extension of the current agreement to allow for the processing of the franchise renewal. This request for extension was granted.

During that period staff reviewed the matter and by resolution of Council dated June 15, 2004, staff recommended that:

- It is recommended that City Council not pass any Authorizing By-Law that may be issued as a Procedural Order of the Ontario Energy Board;

- That the Corporation of the City of Kingston not enter into the Model Franchise Agreement.

This recommendation was accepted by Council.

The Ontario Energy Board and Union Gas have communicated with staff and indicated that they would wish to receive consent to a further extension of 6 months of the current franchise with Union Gas for the area formerly known as Kingston Township on a without prejudice basis.
OPTIONS/DISCUSSION:

During the first 6 month extension period, staff took the time for the review of the current agreement and all and any applicable legislation and regulations. As a result we recommended not to engage in the process of the next Model Franchise Agreement for Union Gas within the boundaries of City of Kingston.

The requested extension of the current franchise agreement for a period of a second 6 months will allow Union Gas and the Ontario Energy Board to arrange their affairs directly in light of the refusal of the City to enter into the Model Franchise Agreement in relation to the Kingston Township franchise.

EXISTING POLICY/BY-LAW:

The Former Kingston Township Gas Franchise.

LINK TO STRATEGIC PLAN:

n/a

FINANCIAL CONSIDERATIONS:

None at this time

CONTACTS:

Bert Meunier, CAO ext. 1214
Alan McLeod, Senior Legal Counsel ext. 1237

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Legal Division
Utilities Kingston

NOTICE PROVISIONS:

n/a

APPENDICES:

n/a

Bert Meunier
Chief Administrative Officer