TO: Bert Meunier, Chief Administrative Officer
FROM: Terry Willing, Acting Commissioner
PREPARED BY: Robert Brooks, Construction Supervisor, Engineering
DATE OF MEETING: November 9, 2004
SUBJECT: AWARD OF TENDER – CONTRACT 2004-09W
CONSTRUCTION OF CONCRETE SIDEWALKS

RECOMMENDATION TO COUNCIL:

THAT the tender of Sousa Ready Mix for Contract 2004-09W Construction of Concrete Sidewalks, in the amount of $157,028.80, be accepted, it being the lowest tender received. This contract consists of the construction of new sidewalks at the following locations:

Welbome Avenue Bicknell Crescent to Chelsea Road on east side.
Chelsea Road from Glencastle Road to Henderson Boulevard on north side.
Leroy Grant Drive from Elliott Avenue to Counter Street on east side.
Bath Road from Portsmouth Avenue to Grenville Road on north side.

ORIGIN/PURPOSE:
To award the tender for Contract 2004-09W, Construction of Concrete Sidewalks.

OPTIONS/DISCUSSION:

On Wednesday, October 20, 2004, only two bids for Contract 2004-09W were received as follows (prices exclude GST).

Sousa Ready Mix $157,028.80
Morven Construction Limited $254,585.40

Therefore, Council’s approval of the lowest tender is required under the purchasing by-law. Sousa Ready Mix is a reputable Contractor and has completed similar contracts for the City in the past. The bid received from Sousa Ready Mix is within the amount budgeted by the City for the completion of the project.
EXISTING POLICY/BY-LAW:

The purchasing by-law allows for a tender to be awarded to the lowest bid by staff when three bids have been received. As only two bids were received in this case, the by-law requires that Council approval be obtained before the work is awarded.

Council awards the tender to the lowest bidder unless there is sufficient reason to do otherwise.

LINK TO STRATEGIC PLAN:

N/A

FINANCIAL CONSIDERATIONS:

There are sufficient funds allocated to complete this project.

CONTACTS:

Speros Kanellos, Manager, Engineering, Planning & Development Services (384-1770 ext. 3133)
Robert Brooks, Construction Supervisor, Engineering Division, Planning & Development Services (384-1770 ext. 3139)

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

N/A

NOTICE PROVISIONS:

N/A

APPENDICES:

None

Terry Willing, Acting Commissioner
Planning and Development Services

Bert Meunier
Chief Administrative Officer

K:\Public\wk\2004\Reports To Council\04-423 Award Of Tender - Construction Of Concrete Sidewalks.Doc
TO: Bert Meunier, Chief Administrative Officer
FROM: Mark Segsworth, P. Eng., Commissioner, Operations Department
PREPARED BY: Damon Wells, P. Eng., Manager, Roads Division
DATE OF MEETING: 2004-11-09
SUBJECT: Tender OS-RD-2004-4-Snow Plowing & Sanding/Salting

RECOMMENDATION TO COUNCIL:
That Council award Tender OS-RD-2004-4 for Snow Plowing & Sanding/Salting to Cruickshank Construction Limited at a cost of $179.98 per hour for the arterial roads and local roads, and $179.98 per hour for various roads within CFB Kingston, prices exclusive of taxes, being the lowest bids received. Further, that approval be granted to enter into a contract in a form satisfactory to the director of Legal Services for the City of Kingston, for Snow Plowing & Sanding/Salting on Various Specified Roads.

ORIGIN/PURPOSE:
This report is before Council for tender award in accordance with the Purchasing By-law (2000-134).

In order to provide a consistent level of winter control service to all city customers, and to maintain pre-amalgamation and established standards, tenders have been called since 1998 for snow plowing and sanding/salting on defined streets in the City of Kingston.

OPTIONS/DISCUSSION:
Tender OS-RD-2004-4, “An Invitation for Snow Plowing & Sanding/Salting”, was publicly advertised through the local newspaper and on our City Web Site. Tenders were opened on the stated date and the results are as follows:

Item 1-For Snow Plowing & Sanding/Salting on various arterial roads & local roads:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cruickshank Construction Ltd.</td>
<td>$179.98 per hour</td>
</tr>
<tr>
<td>K. Mulrooney Trucking Ltd.</td>
<td>$198.00 per hour</td>
</tr>
</tbody>
</table>

The 2003-2004 contracted price
(2003/2004 winter totals; 3,720 hours, equaled $644,205.00 plus GST)
Item 2- For Snow Plowing & Sanding/Salting on various arterial roads & local roads streets in CFB Kingston:

Cruickshank Construction Ltd.  $179.98 per hour
K. Mulrooney Trucking Ltd.  $198.00 per hour

The 2003-2004 contracted price  $ included in Item 1

Item 3- For Snow Plowing & Sanding/Salting on cul-de-sacs, roads, lanes and streets in CFB Kingston and Kingston East:

Cruickshank Construction Ltd.  $ 79.98 per hour
K. Mulrooney Trucking Ltd.  $198.00 per hour

The 2003-2004 contracted price  $ 69.00 per hour
(2003/2004 winter totals; 508 hours, equaled $34,996.00 plus GST)

EXISTING POLICY/BY-LAW:
Purchasing By-law 2000-134.

LINK TO STRATEGIC PLAN:
n/a

FINANCIAL CONSIDERATIONS:
Funds have been approved in the 2004 Roads Division Budget to cover the cost of these winter control activities up to December 31, 2004. Sufficient funds will be budgeted in the 2005 Roads Division Budget.

CONTACTS:
n/a

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
n/a

NOTICE PROVISIONS:
n/a

APPENDICES:
n/a
Mark Segsworth, P.Eng.,
Commissioner Operations Department

Bert Meunier
Chief Administrative Officer
RECOMMENDATION TO COUNCIL:
That Tender No. CORP-FIN 2004-9 for Winter Control be awarded as follows:

Part One:
• Municipal Parking Lots be awarded to Zomer & Son’s Landscaping being the lowest bid received.

Part Two (A): Buildings & Properties
• Utility Building, Transit Building and Kingston Area Recycling Centre be awarded to J. Harrison Excavating & Pipeline Limited being the lowest bid received.
• Kingston East Landfill Site be awarded to Zomer & Sons Landscaping & Contracting Limited being the lowest bid received.
• Fire Hall #2 – Brewers Mills Rd be awarded to Sharpe Lawn & Garden Service Limited being the lowest bid received.

Part Two (B): Buildings & Properties
• Kingston Memorial Centre, MacLachlan Museum and the Madomma Community Centre be awarded to Zomer & Sons Landscaping & Contracting Limited being the lowest bid received.
ORIGIN/PURPOSE:
This report is before council to award component parts of the winter control tender for the 2004/2005 season that did not meet the criteria for delegated authority as per section 6.4 of the Purchasing By-Law in regard to less than three tenders being received.

OPTIONS/DISCUSSION:
The winter control tender is coordinated annually by the Finance Division, Purchasing Section on behalf of the Operations Department and the Department of Community Services to facilitate a Standing Purchase Order for administering winter control services for various City of Kingston properties. All recommended bidders have submitted the lowest bids on each component.

This tender was publicly advertised. Twelve documents were distributed to potential bidders and eight submissions were received. The component parts of the tender listed in this report did not meet the criteria for delegated authority and is now before council for award. The remaining components of this tender, which met the criteria for delegated authority, will be reported in the October Information Report to Council.

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 STRATEGIC PLAN:
There is no link to the Strategic Plan.

FINANCIAL CONSIDERATIONS:
The lowest bid is recommended for each component part of the tender.

CONTACTS:
Janis Morrison Purchasing Agent 546-4291 2229
Gerard Hunt Manager of Finance 546-4291 2205
DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Wayne Freeman    Supervisor, Parks and Greenspace    544-2075
Tara Perry       Administrative Assistant, Fire&Rescue    548-4001 5204
Jamie Brash      Supervisor, Properties    546-4291 1291
Sam Tulk         Supervisor, Parking Services    546-4291 1379
Tim Laprade      Acting Curator    542-0543
John Rhodes      Supervisor, Solid Waste    546-4291 2702

NOTICE PROVISIONS:
Not Applicable

APPENDICES:
Schedule A– Tender No CORP-FIN 2004-9 for Winter Control

Dennis Leger
Commissioner of Corporate Services

Bert Meunier
Chief Administrative Officer
### SCHEDULE A

Tender No. CORP-FIN 2004-9

Winter Control for Municipal Parking Lots, Buildings and Facilities

<table>
<thead>
<tr>
<th>PART ONE</th>
<th>Zomer &amp; Son’s Landscaping &amp; Contracting Ltd</th>
<th>Joe’s Snow Removal</th>
<th>Harrison Excavating &amp; Pipeline Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUNICIPAL PARKING LOTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003/Q4 Price $50.00/hr Plow</td>
<td>$60.00/hr</td>
<td>No bid</td>
<td>$62.50/hr</td>
</tr>
<tr>
<td>2003/Q4 Price $65.00/hr Loader</td>
<td></td>
<td>No bid</td>
<td>$65.00/hr</td>
</tr>
<tr>
<td>2003/Q4 Price $60.00/hr Skid Steer</td>
<td></td>
<td>No bid</td>
<td>$11,400.00</td>
</tr>
<tr>
<td>2003/Q4 Price $28.50/hr Labour</td>
<td></td>
<td>No bid</td>
<td>$28.50/hr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART TWO (A)</th>
<th>Zomer &amp; Son’s Landscaping &amp; Contracting Ltd</th>
<th>Harrison Excavating &amp; Pipeline Ltd</th>
<th>Sharpe Lawn &amp; Garden Service Ltd</th>
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<tbody>
<tr>
<td>BUILDINGS &amp; PROPERTIES</td>
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<tr>
<td>Utilities Building</td>
<td>No Bid</td>
<td></td>
<td>No Bid</td>
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<tr>
<td>Cost / month x 6</td>
<td></td>
<td>$2,000.00</td>
<td>No Bid</td>
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<tr>
<td>2003/04 Price $1,666.67 x 6</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Transit Building</td>
<td>No bid</td>
<td></td>
<td>No Bid</td>
</tr>
<tr>
<td>Cost / month x 6</td>
<td></td>
<td>$1,750.00</td>
<td>No Bid</td>
</tr>
<tr>
<td>2003/04 Price $1,666.67 x 6</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Brewers Mills Fire Hall #2</td>
<td>No Bid</td>
<td></td>
<td>No Bid</td>
</tr>
<tr>
<td>Cost / month x 6</td>
<td></td>
<td>$500.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2003/04 Price $300.00 x 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kingston East Landfill Site</td>
<td>No Bid</td>
<td></td>
<td>No Bid</td>
</tr>
<tr>
<td>Cost / month x 6</td>
<td></td>
<td>$550.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>2003/04 Price $490.00 x 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kingston Area Recycling Corp</td>
<td>No Bid</td>
<td></td>
<td>No Bid</td>
</tr>
<tr>
<td>Cost / month x 6</td>
<td></td>
<td>$1,990.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>2005/04 Price $750.00 x 6</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
## SCHEDULE A
Tender No. CORP-FIN 2004-9
Winter Control for Municipal Parking Lots, Buildings and Facilities

<table>
<thead>
<tr>
<th>PART TWO (B) BUILDINGS &amp; PROPERTIES</th>
<th>Zomer &amp; Son’s Landscaping &amp; Contracting Ltd</th>
<th>Harrison Excavating &amp; Pipeline Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingston Memorial Centre</td>
<td>Cost/Occasion $400</td>
<td>$575.00</td>
</tr>
<tr>
<td>2003/04 Price</td>
<td>Cost / Sand salt app $90.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>$325.00/occasion</td>
<td>Cost/Occasion $300</td>
<td>$175.00</td>
</tr>
<tr>
<td>$80.00 Sand/Salt</td>
<td>Sand / Salt ratio 66/34</td>
<td>25/75</td>
</tr>
<tr>
<td>MacLachlan Museum</td>
<td>Cost/Occasion $70.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>2003/04 Price</td>
<td>Cost / Sand salt app $50.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>$55.00/occasion</td>
<td>Sand / Salt ratio 66/34</td>
<td>25/75</td>
</tr>
<tr>
<td>$50.00 Sand/Salt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madoma Community Centre</td>
<td>Cost/Occasion $75.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>2003/04 Price</td>
<td>Cost / Sand salt app $50.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>$60.00/occasion</td>
<td>Sand / Salt ratio 66/34</td>
<td>25/75</td>
</tr>
<tr>
<td>$50.00 Sand/Salt</td>
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</tbody>
</table>
RECOMMENDATION TO COUNCIL:

WHEREAS Committee of the Whole approved the terms for negotiations in the Municipal Joint Powers Agreement between the City of Kingston and its municipal partners at its meeting on April 20, 2004; and

WHEREAS staff have negotiated with the partners;

THEREFORE BE IT RESOLVED that the City of Kingston authorize the Mayor and Clerk to execute the agreement between the Corporation of the City of Kingston and the Corporation of the Township of Frontenac Islands and Kingston Police in a form satisfactory to the Legal Division of the City of Kingston.

ORIGIN/PURPOSE:

This report is brought forward to obtain authorization for the Mayor and Clerk to execute the Joint Powers Agreement between the City of Kingston and its municipal partner, the Corporation of the Township of Frontenac Islands and Kingston Police, to operate the 9-1-1 PERS system for the greater Kingston area.

OPTIONS/DISCUSSION:

Council authorized staff to negotiate with the municipal partners under the following condition:

1. “That the allocation of both capital and operating costs to Frontenac Islands be on the basis of weighted assessment.“

The Corporation of the Township of Frontenac Islands has agreed to the above cost portion allocation methodology; however South Frontenac has opted out of this service and will be using the Ontario Provincial Police Call centre to provide this service.

The 9-1-1 PERS primary answer point will be Kingston Police. Since they have responsibilities outlined in this agreement, on the recommendation of our Legal Division, Kingston Police is included as a party to
this agreement. When an individual dials 9-1-1, their call will be answered by staff in the communications room at Kingston Police. Kingston Police will then transfer the call to the appropriate emergency service (downstream agency).

EXISTING POLICY/BY-LAW:

Currently a partnership relationship exists between the Townships of South Frontenac and Frontenac Islands since 1998 and the delivery of the basic 9-1-1 service. The existing partnership will be amended by the new agreement to reflect the cooperation of the City of Kingston and the Township of Frontenac Islands and Kingston Police.

LINK TO STRATEGIC PLAN:

This activity is linked to the access to information and services priority area of the strategic plan, specifically improving our telephone and access result area. This strategy will close the gap by implementing the 9-1-1 PERS and providing performance based response, time monitoring systems to continually improve emergency services.

FINANCIAL CONSIDERATIONS:

The financial considerations of this program are as follows:

<table>
<thead>
<tr>
<th>Costs distributed to Partners for 9-1-1 PERS</th>
<th>2004</th>
<th>2005 (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Frontenac</td>
<td>$29,855</td>
<td>--</td>
</tr>
<tr>
<td>Frontenac Islands</td>
<td>$5,092</td>
<td>$2,596</td>
</tr>
<tr>
<td>City of Kingston</td>
<td>$331,378</td>
<td>$103,006</td>
</tr>
<tr>
<td></td>
<td>$368,329.00</td>
<td>$105,602.00</td>
</tr>
</tbody>
</table>

Sufficient funds have been budgeted in the 2004 operating budget to cover these costs. Further funds will be budgeted for both capital and operating costs in 2005 to sustain this program. The 2005 budget requirements will be less than those required in 2004.

CONTACTS:

George Sutherland, Chair, 9-1-1 Management Committee 387-3957
Joseph E. Davis, Senior Project Manager, 546-4291 ext. 3125

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Legal Services Division, Corporate Services - Alan Macleod
Fire Services - Harold Tulk, Chief
Kingston Police - Dan Murphy, Deputy Police Chief

NOTICE PROVISIONS:

There are no notice provisions.
APPENDICES:

N/A

Terry Willing
Acting Commissioner, Planning and Development 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: 2004-11-09
SUBJECT: Request For Proposal CORP-FIN 7-2004 for the Provision of Security Guard Services

RECOMMENDATION TO COUNCIL:
That Request for Proposal (RFP), Corp-Fin 7-2004, for the Provision of Security Guard Services be awarded to the recommended vendors, having submitted the highest scoring proposal for the item indicated.

**Item 1 – Casual Security, Various Locations**
To provide security personnel, on a casual “as-and-when-required” basis at various city locations, be awarded to **Alliance Security Response** at the rate of $11.47/hour and $17.21/hour for overtime.

**Item 2 – Transit**
To provide security personnel, at the transit building located at 181 Counter Street, be awarded to **The Commissionaires** at the rate of $12.90/Hour and $19.35/Hour for overtime.

**Item 5 – Social Services**
**Site Security Co-ordination, 362 Montreal Street, 1st Floor**
To provide site security coordination for Social Services-Children’s Aid Society, 362 Montreal Street, be awarded to **The Commissionaires** at the rate of $14.31/hour and $21.47/hour overtime.

**Security Personnel, 362 Montreal Street, 2nd Floor**
To provide security personnel for 362 Montreal Street, be awarded to **The Commissionaires** at a rate of $13.48/hour and $20.22/hour overtime.
Security Personnel, 84 Stephen Street
To provide security personnel at 84 Stephen Street, be awarded to The Commissionaires at a rate of $13.43/hour and $20.15/hour overtime.

Item 6 – Emergency Operations Centre
To provide site security coordination for the City of Kingston’s Emergency Operations Centre (EOC) at 500 O’Connor Drive, be awarded to The Commissionaires at a rate of $38.70/hour and $58.05/hour overtime, and guards at a rate of $19.35/hour and $29.03/hour overtime.

To provide site security coordinator at an Emergency Evacuation Centre, be awarded to The Commissionaires at a rate of $22.16/hour and $33.24/hour overtime and guards at a rate of $19.35/hour and $29.03/hour overtime.

ORIGIN/PURPOSE:
This report is before Council to award items 1, 2, 5 and 6 of RFP for security guard services that did not meet the criteria for delegated authority as per section 6.4 of the Purchasing By-law.

Component items were evaluated separately by the administrating departments and the recommendations are based on the highest scoring proposals and not on the lowest submitted price. Items 3, 4 and 7, for drive-through patrols at various city locations and security at City Hall did meet the criteria for delegated authority and will be reported to Council in the October delegated authority report.

The RFP for provision of security guard services is facilitated by the Purchasing Agent of the City of Kingston, on behalf of the various city departments, to secure fair prices and consistent service to address the City of Kingston security guard requirements. The contract resulting from this RFP will have a two-year term, commencing December 1, 2004, with one further one-year renewal option, pending the agreement of both parties.

OPTIONS/DISCUSSION:
RFP CORP-FIN 7-2004, closing on October 13, 2004, was publicly advertised and fax broadcast to vendors on the city’s vendor list. Six submissions were received.

Proposal items and vendor interviews were conducted and evaluated by the pertinent divisions in consultation with the Purchasing Section. The evaluation team consisted of participants from the Departments of Community Services, Operations Services, Planning & Development Services and Corporate Services.
The following predetermined criteria was applied in the evaluation process and each item was evaluated separately.

<table>
<thead>
<tr>
<th>Components</th>
<th>Weighting Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Component</td>
<td>40 %</td>
</tr>
<tr>
<td>Company Profile and Credentials</td>
<td>25 %</td>
</tr>
<tr>
<td>Resources, Personnel and Equipment</td>
<td>25 %</td>
</tr>
<tr>
<td>Compliance to the RFP Format</td>
<td>7 %</td>
</tr>
<tr>
<td>Ontarians Disability Act</td>
<td>3 %</td>
</tr>
</tbody>
</table>

**Proposal Ranking per Item**

<table>
<thead>
<tr>
<th>Ranking</th>
<th>ITEM</th>
<th>1</th>
<th>2</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alliance Security</td>
<td>Commissionaires</td>
<td>Commissionaires</td>
<td>Commissionaires</td>
<td>Commissionaires</td>
</tr>
<tr>
<td>2</td>
<td>Commissionaires</td>
<td>Group 4</td>
<td>Alliance Security</td>
<td>Alliance Security</td>
<td>Alliance Security</td>
</tr>
<tr>
<td>3</td>
<td>Group 4</td>
<td>Securitas</td>
<td>Initial Security</td>
<td>Securitas</td>
<td>Initial Security</td>
</tr>
<tr>
<td>4</td>
<td>Securitas</td>
<td>Initial Security</td>
<td>Securitas</td>
<td>Initial Security</td>
<td>Initial Security</td>
</tr>
<tr>
<td>5</td>
<td>Initial Security</td>
<td>Alliance Security</td>
<td>Professional Consulting Services</td>
<td>Professional Consulting Services</td>
<td>Professional Consulting Services</td>
</tr>
<tr>
<td>6</td>
<td>Professional Consulting Services</td>
<td>Professional Consulting Services</td>
<td>Professional Consulting Services</td>
<td>Professional Consulting Services</td>
<td>Professional Consulting Services</td>
</tr>
</tbody>
</table>

**Item 1 – Casual Security, Various Locations**

Alliance Security Response, the recommended vendor for this item, submitted the second lowest price and the highest scoring proposal for provision of seasonal and on-call security guard services.

**Item 2 – Transit**

The Commissionaires, the recommended vendor for this item, is the current provider of this service. The recommendation is based on the highest scoring proposal for this component.

**Item 5 – Social Services**

The Commissionaires, the recommended vendor for this item, is the current provider of this service. The proposals were evaluated by City of Kingston staff and the recommendation confirmed with Children’s Aid Society. The recommendation is based on the highest scoring proposal for this component.
Item 6 – Emergency Operations Centre

Emergency Operations Centre, where the highest submitted price is recommended, will be activated only in emergency situations should they occur. This specialized service requires security experts, best equipped at short notice to provide emergency security services to the city.

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:

There is no link to the Strategic Plan.

FINANCIAL CONSIDERATIONS:

Proposal prices represented 40% of the total score as indicated in Schedule A. The evaluation criteria was developed and considered by each division to obtain the best value for the nature of the service required for individual components.

It must be considered that there is a difference in the security responsibilities and resources required for the various components. The recommendation represents the most diligent choice for each component in consideration of skill set, expertise, resources and experience.

CONTACTS:

Janis Morrison  
Purchasing Agent  
546-4291  
2229

Gerard Hunt  
Manager of Finance  
546-4291  
2205

Kate Halligan  
Manager, Accounting Services  
546-4291  
2452

John Cross  
Manager, Policy and Support Services  
546-4291  
1249

Malcolm Morris  
Manager, Transit  
546-4291  
2260

Tanie Steacy  
Program Delivery, Social Services  
546-2695  
4815

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

All Departments.

NOTICE PROVISIONS:

N/A
APPENDICES:
Schedule A – Pricing Component Submissions

<table>
<thead>
<tr>
<th>Denis Leger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner of Corporate Services</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Bert Meunier</th>
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<tbody>
<tr>
<td>Chief Administrative Officer</td>
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<tr>
<td>ITEM</td>
</tr>
<tr>
<td>------</td>
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<tr>
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1. To provide security personnel, on a casual "as-and-when required" basis at various city locations
2. To provide security personnel, at the Transit Building located at 181 Counter Street
5. To provide site security coordination for Social Services-Children's Aid Society, 362 Montreal Street Montreal Street and 84 Stephen Street
6. To provide site security coordination for the City of Kingston's Emergency Operations Centre

*OT = Overtime hours
CITY OF KINGSTON
REPORT TO COUNCIL

TO: Bert Meunier, Chief Administrative Officer

FROM: Lance Thurston, Commissioner, Department of Community Services

PREPARED BY: Greg Grange, Manager, Housing Division

DATE OF MEETING: 2004-11-09

SUBJECT: Municipal Funding under the Off The Street Into Shelter Program

RECOMMENDATION
WHEREAS the Ministry of Community, Family and Children’s Services is continuing provincial funding under the Off the Street into Shelter Program; and

WHEREAS the need for additional programs to help the homeless has been demonstrated under the Community Plan to Address Homelessness and Housing Issues in Kingston; and

WHEREAS the Province will fund 80% of the cost of the program; and

WHEREAS the Housing Division has identified funds within the approved 2004 budget to cover the 20% municipal funding requirement (1,178.00)

NOW THEREFORE City Council hereby authorize staff to issue a request for proposals under the OSIS to the community and award the Request for Proposal (RFP) according to purchasing policies.

ORIGIN/PURPOSE:
To seek Council’s authorization to issue an RFP for proposals under the Off the Street into Shelter Program.

OPTIONS/DISCUSSION:
In 2001 the City of Kingston, in partnership with the Ministry of Community and Social Services (now called the Ministry of Community, Family and Children’s Services), sponsored a new homelessness initiative, Off The Street Into Shelter Program (OSIS). The intent of this initiative was to provide supportive outreach services to people living on the street and to bring them into warm and safe places. Total funds allocated to Kingston under this program were $6,949.00.

Initially, the OSIS was announced as a one-time only program, subject to 100% provincial funding. In 2002 the Province opted to continue the program on an 80/20 cost sharing basis similar to Ontario Works. Participation by municipalities was discretionary. The 2002 program allocation was reduced to $5,890.00.
Based on the 80/20 cost split, the provincial share was $4,712.00 and the municipal cost of the program was $1,178.00.

In the last three years, the Department of Community Services issued three Requests for Proposals to utilize funds for direct services for the homeless. Submissions were received from the community groups dealing with homelessness issues and providing supportive services. A committee, comprised of community groups, was established to evaluate submissions and make recommendations to Council.

Project implementation in 2001, 2002, and 2003 indicated the success in meeting the objective of the program to encourage those living on the street to access warm and safe places, such as emergency shelters and drop-ins. Tom Greening, Executive Director of Home Base Housing, affirmed, “Last year...Home Base Housing used the OSIS grant to provide a limited street outreach service in conjunction with its winter time In From the Cold emergency shelter service.”

The Ministry of Community, Family and Children’s Services has recently announced continuation of the Off the Street Into Shelter Program in 2004 at 2002 funding levels. In response, the Department of Community Services is seeking Council approval to participate in the 2004 program.

Visible homelessness continues to be a concern to the local community. The lack of short-term accommodation for the homeless was identified as a main gap under the Community Plan to Address Homelessness and Housing Issues. With the OSIS initiative in place more people living on the street will have access to warm and safe shelters.

Should Council approve continuation of the OSIS, staff would call a subsequent Request for Proposals and award the RFP according to purchasing policies.

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

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

FINANCIAL CONSIDERATIONS:
A specific budget line for this program was not included in the 2004 operating budget for the division as staff was unclear that the program would continue. There is however, sufficient room in the budget to accommodate the relatively modest municipal contribution.

Total funding of the program $5,890.00
Provincial Share (80%) 4,712.00
Municipal Share (20%) 1,178.00

CONTACTS:
Greg Grange, Manager, Housing Division (613)546-4291 ext. 1265
DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Liz Fulton/Marian VanBruinessen, County of Frontenac
Marvin Valensky, Ministry of Community Family & Children's Services

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

APPENDICES:
none

Lance Thurston,
Commissioner, Department of Community Services

Bert Meunier
Chief Administrative Officer
Appendix A

Comments from County of Frontenac staff

At the Joint Management meeting of Wednesday, October 27, 2004 comments were made by County of Frontenac staff:

Report No.: 04-420 – Municipal Funding under Off the Street into Shelter Program
There were no notable comments.

Comments from RULAC

At the RULAC meeting of Monday, November 1, 2004, the following comments were made by County of Frontenac representatives:

Report No.: 04-420 – Municipal Funding under off the Street into Shelter Program