TO: Mayor and Members of Council

FROM: Terry Willing, Acting Commissioner, Community Services

RESOURCE STAFF: Jim de Hoop, Director, Community and Family Services

DATE OF MEETING: June 15, 2010

SUBJECT: Award of F31-CDS-CFS-2010-3 Municipal Housing Strategy for the City of Kingston and County of Frontenac

EXECUTIVE SUMMARY:
Following devolution of social housing administration from the Province to municipalities and the municipal/utility amalgamation of 1998, the role of Consolidated Municipal Service Manager (CMSM) for Housing has progressively evolved. In the Kingston-Frontenac CMSM (City of Kingston and County of Frontenac) a number of strategies, programs and policies were developed and acted upon with the intention that there should be a comprehensive update and renewed housing strategy developed every 5 years.

The City requested proposals from consultant(s) to develop a Municipal Housing Strategy to replace the previous plan entitled “The Kingston Model for Action” dated 2005, as well as the earlier “Kingston Area Housing Study” dated 1990. City Staff created a request for proposal, F31-CDS-CFS02010-3 which was released April 30, 2010.

Five submissions were received of which two met the criteria sufficient to proceed to an interview stage. The Evaluation Committee reviewed and evaluated each submission. The proposal from SHS Inc. was quoted at $56,350 plus HST which is the lowest overall cost proposal and had the highest evaluation score based on the predetermined criteria.

The authorization for this request falls within the current delegated authority and will be included in the quarterly delegated authority report to Council.

City staff will prepare a contract with SHS Inc. to the satisfaction of the Director of Legal Services, for the Municipal Housing Strategy for the City of Kingston and County of Frontenac.

RECOMMENDATION:
This is an information report. There is no recommendation.
INFORMATION REPORT TO COUNCIL
Award of F31-CDS-CFS-2010-3 Municipal Housing Strategy

June 15, 2010
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AUTHORIZING SIGNATURES:

<table>
<thead>
<tr>
<th>ORIGINAL SIGNED BY COMMISSIONER</th>
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<td>Terry Willing, Acting Commissioner, Community Services</td>
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<th>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</th>
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<td>Gerard Hunt, Chief Administrative Officer</td>
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CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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<tr>
<th>Commissioner</th>
<th>Department/Position</th>
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<tr>
<td>Cynthia Beach</td>
<td>Sustainability &amp; Growth</td>
</tr>
<tr>
<td>Denis Leger</td>
<td>Transportation, Properties &amp; Emergency Services</td>
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<tr>
<td>Jim Keech</td>
<td>President and CEO, Utilities Kingston</td>
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(N/R indicates consultation not required)
OPTIONS/DISCUSSION:

In 2001, with the transfer of social housing from the provincial to the municipal level, the City of Kingston, as Municipal Service Manager and Consolidated Service Manager of Housing and related social service programs for the City and County, took on a host of housing-related responsibilities and established an organizational structure to enable the City to carry out these responsibilities on an ongoing basis.

In the Kingston-Frontenac CMSM (City of Kingston and County of Frontenac) a number of strategies, programs and policies were developed and acted upon with the intention that there should be a comprehensive update and renewed housing strategy developed every 5 years.

The Municipal Housing Strategy is a compendium of the projections, policies and programs for affordable housing and the unique approaches to creating diverse housing stock in the City of Kingston and County of Frontenac.

The Provincial Policy Statement (2005) requires that municipalities establish and implement minimum targets for the provision of affordable housing. Affordable housing is also an important element of the City of Kingston's strategic priorities for establishing a sustainable and healthy community and the County of Frontenac as described in its Directions for Our Future document.

In 2005 the City adopted an affordable housing strategy, called The Kingston Model for Action, Affordable Housing Supply. The strategy was developed to provide a practical action-oriented approach through which the City and its community partners could take positive steps to meet the range of affordable housing needs facing the community.

Five years have passed and City staff determined a comprehensive update is required. The City's Official Plan also requires the creation of a Municipal Housing Strategy as one of the enabling tools in the creation of a diversity of new housing supported by sound research and analysis.

The City of Kingston Community Family Services department released a Request for Proposal #F31-CDS-CFS02010-3 on April 30, 2010 in order to seek out a consulting firm to conduct an evaluation of municipal strategies, key issues and the preparation of a management report making recommendations on policies and programs in the form of a Municipal Housing Strategy (MHS) for the City of Kingston and County of Frontenac.

Request for Proposal #F31-CDS-CFS02010-3 Deliverables

The awarded consultant will develop a work plan to address the provision of a public consultation program that may include a variety of elements and approaches to recognize the public and stakeholder interest in this initiative. There will be at least two public format meetings – one to be held within the urban area of the City and one to be held in a central location of the rural area of the County and rural area of the City - organized mutually with the City and County Staff, incorporating ideas and concepts from many diverse groups interested in this process.

Deliverables from the study will include:
- Housing Demand and Supply Report
- Housing Recommendation Report
- Implementation Strategy
- Final Report
- Final Presentation of findings and recommendations to City Council
Outcome from the Evaluation Team

Proposals were evaluated by an evaluation team comprised of City and County staff. The proposals were reviewed and interviews were held with the top two proponents on Monday, June 7, 2010. The following predetermined evaluation criteria was included in the RFP and applied in the evaluation process:

<table>
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<th>Components</th>
<th>Weighting Applied</th>
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<tr>
<td>Project Pricing &amp; Related Costs</td>
<td>40%</td>
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<tr>
<td>Experience</td>
<td>40%</td>
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<tr>
<td>Methodology</td>
<td>10%</td>
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<tr>
<td>Expertise in Affordable Housing Development Financing</td>
<td>7%</td>
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<tr>
<td>Ontarians with Disabilities Act</td>
<td>3%</td>
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The following is the ranking by the evaluation team:

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<th>Proposal Ranking Results</th>
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<tr>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<td>4</td>
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<td>5</td>
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The evaluation panel was unanimous in their conclusion that SHS Inc as the higher ranked proposal would deliver a result which provides Council with a comprehensive level of analysis and recommendations. SHS Inc.’s team has a very high calibre of professional capacity in the areas of municipal housing strategies, planning policies, and experience with and understanding of both urban and rural housing issues and needs.

External Consultation
Elizabeth Savill, Chief Executive Officer, County of Frontenac
Joe Gallivan, Manager of Sustainability Planning, County of Frontenac
Susan Beckel, Deputy Clerk, County of Frontenac

EXISTING POLICY/BY LAW:
Purchasing By-Law No. 2000-134, a By-law to Establish Purchasing Policies and Procedures for the City of Kingston, as amended.

NOTICE PROVISIONS:
No notice requirements

ACCESSIBILITY CONSIDERATIONS:
This report is available in alternative formats upon requests. This report is available translated into French upon request.
FINANCIAL CONSIDERATIONS:
A total project cost plan was requested of all proponents. The proposal from SHS Inc. was quoted at $56,350 plus HST which is the lowest overall cost proposal of all five proposals. The City has the option to increase the amount of consultation meetings and alternative formats for consultations at nominal extra costs. Specialized census data requests may also be required in order to effectively measure the affordability/supply gap by type and size of household groups in the City and County. The total budget in the Community & Family Services departmental budget for the work is $80,000 which will not be exceeded. This is a cost shared budget with the County based on weighted assessment.

CONTACTS:
Jim de Hoop, Director, Community and Family Services (x4957)

OTHER CITY OF KINGSTON STAFF CONSULTED:
George Wallace, Director, Planning & Development
Alan McLeod, Senior Legal Counsel
Hugh Gale, Senior Special Project Planner
Shirley Bailey, Senior Policy Planner
Cheryl Hitchen, Manager, Community Programs
Cherie Mills, Manager, Planning & Development
Janis Morrison, Purchasing Coordinator
Elizabeth Savill, CAO, County of Frontenac

EXHIBITS ATTACHED:
No exhibits