



**City of Kingston
Information Report to Council
Report Number 15-398**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Sheldon Laidman, Director, Housing & Social Services
Date of Meeting: October 20, 2015
Subject: Q3 Report on Agreements Executed under Delegated Approval and Signing Authority

Executive Summary:

At the December 16, 2014 Council meeting, Report Number 15-001 provided approval to renew and confirm for the term of Council the delegation of authority for the approval and execution of a number of administrative agreements.

As explained in the first quarter results, Report Number 15-235, the Community Services Group is required to enter into agreements to administer programs, largely defined and/or funded by other levels of government or other publicly funded institutions. This delegation of authority is for purely routine administrative matters and includes contract addenda, budget schedules and amendments. This process helps to ensure streamlined administration of programs and services by enabling the execution of cost-sharing and funding agreements, amendments and related documentation without presentation to Council for authorization.

These information reports are intended to provide Council with a broader understanding of the type and number of agreements that are involved under this approval and execution process. The reports are provided quarterly.

Recommendation:

This report is for information purposes only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Since 2004, for durations equal to the term of the past two Councils, Community Services has undertaken a delegation of authority approach with respect to agreements to administer programs, many of which are largely defined and/or funded by other levels of government or other publicly funded institutions. This delegation of authority, for purely routine administrative matters, ensures streamlined administration of programs and services by enabling the execution of cost-sharing and funding agreements, amendments and related documentation without presentation to Council for authorization. This practice has provided efficiency in the administration of ongoing and routine matters and capacity to work on and report to Council on new initiatives, emerging matters and broader service management planning. Types and examples of agreements for which delegated authority has been provided include:

- a. Service Agreements with the Province or its agents, for funding and cost-shared programs and initiatives;
- b. Service Agreements between the City and Service Providers;
- c. Affiliation Agreements with educational institutions and training agencies;
- d. Service Agreements between the City and Service Providers for 100% municipally funded social services;
- e. Service Agreements with Service Providers for services associated with municipal emergency response and reception centre operations;
- f. Grant Applications and Agreements;
- g. New initiatives or changes in policy, program delivery or service levels; and
- h. Contract addenda, budget schedules, contract amendments and other agreements containing personal information.

In the third quarter of 2015, a total of 61 agreements and/or agreement addendums and amendments were approved and executed under the delegated approval and signing authority. The following table provides a summary of full details found in Exhibit A.

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Type of Agreement	Housing Program	Childcare Program	Ontario Works Program	Long Term Care	Recreation & Leisure Services
Service Agreements with the Province or its agents, for funding and cost-shared programs and initiatives					
Service Agreements between the City and Service Providers	29		2	6	
Affiliation Agreements with educational institutions and training agencies					
Service Agreements between the City and Service Providers for 100% municipally funded social services	10				
Service Agreements with Service Providers for services associated with municipal emergency response and reception centre operations					
Grant Applications and Agreements					1
New initiatives or changes in policy, program delivery or service levels					
Contract addenda, budget schedules, contract amendments and other agreements containing personal information	13				

Existing Policy/By-Law:

Not applicable

Notice Provisions:

Not applicable

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Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

Contacts:

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

Sheldon Laidman, Director, Housing and Social Services 613-546-4291 extension 4957

Other City of Kingston Staff Consulted:

Katie Clarke, Manager, Program Delivery, Housing & Social Services

Lee Campbell, Manager, Housing and Childcare, Housing & Social Services

Luke Follwell, Director, Recreation & Leisure Services

Paige Agnew, Director, Planning, Building and Licensing Services

Deb Skeaff, Director, Rideaucrest Long Term Care

Exhibits Attached:

Exhibit A Tracking Agreements Approved by Delegated Authority

Tracking Agreements Approved by Delegated Authority

Date execution initiated	Authority to Execute	Name of 3rd Party (blank indicates protection of information and privacy)	Name of Project/ Program/Initiative	Initiated by Province or City	Applicable Delegated Authority clause	Department	Date execution complete
24-Feb-15	Director, H&SS		Secondary Suites Grant	City	Report No. 110, Clause (4) September 24, 13	HSS	24-Feb-15
19-Feb-15	Mayor & Clerk	Tim Horton	Enhanced Job Placement	City	Report 1 Clause (d)1 b, Dec 16/14 and Report 1 Clause (d)2 b, Dec 16/14.	HSS	17-Jul-15
19-Feb-15	Mayor & Clerk	Star Tek	Enhanced Job Placement	City	Report 1 Clause (d)1 b, Dec 16/14 and Report 1 Clause (d)2 b, Dec 16/14.	HSS	17-Jul-15
27-Mar-15	Commissioner	Medical Mart	Request for Proposal (RFP) #F31-CS-LTC-2015-1 Provision of Supply & Delivery of Medical Products	City	Report #1 Clause D, 1(f) and 2(b), December 16, 2014	LTC	9-Jul-15
6-May-15	Mayor & Clerk	Source Momentum HealthCare	RFP Provision of Foot Care Services	City	Purchasing By-law 1000-134	LTC	9-Jul-15
20-May-15	Commissioner	Centric Health Corporation	RFP Delivery of Physiotherapy Program	City	Report #49, Clause (f), Apr 15, 2014	LTC	01-Sep-14

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Date execution initiated	Authority to Execute	Name of 3rd Party (blank indicates protection of information and privacy)	Name of Project/ Program/Initiative	Initiated by Province or City	Applicable Delegated Authority clause	Department	Date execution complete
10-Jun-15	Mayor & Clerk	Motions Specialties	RFP Delivery of Mobility Products and Services	City	Report #49, Clause (f) Apr 15, 2014	LTC	12-Aug-15
12-Jun-15	Mayor & Clerk	Elizabeth Fry Society of Kingston	Housing Assistance/ Emergency Shelter Program Service Agreement - CHPI	City	Report No. 92, Clause (1) – Sept.9, 14 & Report No. 1, Clause (d) 1 b. & 2 b. - Dec 16, 14	HSS	22-Jul-15
16-Jun-15	Mayor & Clerk	Ryandale Shelter for the Homeless	Housing Assistance/ Emergency Shelter Program Service Agreement - CHPI	City	Report No. 1, Clause (d) 1 d. and 2 d. - December 16, 14	HSS	22-Jul-15
7-Jul-15	Mayor & Clerk	Dawn House Women's Shelter Inc. (Kingston)	Housing Assistance/ Emergency Shelter Program Service Agreement - CHPI	City	Report No. 61, Clause (5) -Jun 16 15 & Report No. 1, Clause (d) 1 b. and 2 b.Dec 16/14	HSS	22-Jul-15
8-Jun-15	Housing, Financial Analyst (HFA)	Home Base Housing (HBH)	Housing First/Rapid Rehousing (HF/RRH) Investment in Affordable Housing (IAH) Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	8-Jun-15

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9-Jun-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	8-Jul-15
10-Jul-15	Mayor & Clerk	HBH - In From The Cold	Housing Assistance/ Emergency Shelter Program Service Agreement - CHPI	City	Report 92, Clause 1 a) Sept 9, 2014 & Report 1, Clause d) 1b and 2b - Dec 16, 2014	HSS	27-Jul-15
10-Jul-15	Mayor & Clerk	HBH - Lily's Place	Housing Assistance/ Emergency Shelter Program Service Agreement - CHPI	City	Report 92, Clause 1 a) Sept 9, 2014 & Report 1, Clause d) 1b and 2b - Dec 16, 2014	HSS	27-Jul-15
10-Jul-15	Mayor & Clerk	Kingston Youth Shelter	Housing Assistance/ Emergency Shelter Program Service Agreement - CHPI	City	Report 92, Clause 1e) Sep 9, 2014 & Report 1, Clause d) 1b&2b – Dec15	HSS	22-Jul-15
10-Jul-15	HFA	Home Base Housing	HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) Dec.16, 2014	HSS	10-Jul-15
10-Jul-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	10-Jul-15
6-Jul-15	Commissioner	Ministry of Tourism, Culture&Sport	Ontario Sport and Recreation Communities Fund (OSRCF)-CS4L Grant	City	Clause (d), 1a.2a, Report No. 1, Dec. 16, 2014	RLS	8-Jul-15

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10-Jul-15	HFA	Double D - Kente Property Management	IAH Market Rent increase	City	Report 1, Clause d) December 16, 2014	HSS	10-Jul-15
20-Jul-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) Dec.16, 2014	HSS	20-Jul-15
20-Jul-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	20-Jul-15
20-Jul-15	HFA	Zion United Church	HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	20-Jul-15
21-Jul-15	HFA	Homestead Land Holdings	Regular (Reg.) Rent Supplement Market Rent Increase (2 Addendums)	City	Report 1, Clause d) December 16, 2014	HSS	21-Jul-15
21-Jul-15	HFA		HF / RRH Addition & Deletions of Units (3 Addendums)	City	Report 1, Clause d) December 16, 2014	HSS	21-Jul-15
24-Jul-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	24-Jul-15
27-Jul-15	HFA	Homestead Land Holdings	Reg. Rent Supplement Market Rent Decrease	City	Report 1, Clause d) December 16, 2014	HSS	27-Jul-15
27-Jul-15	HFA	Zion United Church	Reg. Rent Supplement Market Rent Increase	City	Report 1, Clause d) Dec 16, 2014	HSS	27-Jul-15

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27-Jul-15	HFA	Springer Group - B & N Enterprises	Reg. Rent Supplement Market Rent Increase	City	Report 1, Clause d) December 16, 2014	HSS	27-Jul-15
27-Jul-15	Mayor & Clerk		Discharge Agreement – 2 nd mortgage - PH2 Homeownership (HOP) 018 -Property Closed January 28/11	City	Report No. 46, Clause b) – April 3, 2012	HSS	6-Aug-15
13-Aug-15	HFA	Skyline Living	Reg. Rent Supplement Market Rent Increase	City	Report 1, Clause d) December 16, 2014	HSS	13-Aug-15
14-Aug-15	HFA	Homestead Land Holdings	Reg. Rent Supplement Market Rent Increase (2 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	14-Aug-15
17-Aug-15	Commissioner		IAH HF/RRH Landlord Rent Supplement	City	Clause B, Report #19, Feb. 15, 11	HSS	17-Aug-15
19-Aug-15	HFA		IAH Market Rent increase	City	Report 1, Clause d) December 16, 2014	HSS	19-Aug-15
19-Aug-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	18-Aug-15
20-Aug-15	Mayor & Clerk	Beckfield College, LLC o/a Trillium College	PSW student placement	City	Report #1, Clause d, 1(c) and 2(c) Dec 16/14	LTC	08-Sep-15

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26-Aug-15	Director, H&SS	KFL&A - Addiction & Mental Health Services	MOU - Revised Schedule 'A' of Service Agreement dated Dec 6/14	City	Report 92, Clause 1 a) through g) September 9, 2014	HSS	26-Aug-15
26-Aug-15	Director, H&SS	Home Base Housing	MOU - Day Programming	City	Report 1, Clause d) 1b - Dec 16, 2014	HSS	26-Aug-15
26-Aug-15	Director, H&SS	Home Base Housing	MOU - Revised Sch 'A' of Service Agreement dated Dec 5, 2014	City	Report 92, Clause 1 a) through g) September 9/14	HSS	26-Aug-15
31-Aug-15	Mayor & Clerk	Kingston Co-Operative Homes	Amending Agrmt - Affordable Housing Project (1338 Princess Street	City	Report No 75, Clause r) August 11, 2015	HSS	14-Sep-15
01-Sep-15	Mayor & Clerk	St. Lawrence College	RPN/RN student placement	City	Report #1, Clause D, 1(c), and 2(c), Dec 16/14	LTC	10-Sep-15
9-Sep-15	Mayor & Clerk		Home Ownership Program Loan Agreement	City	Report 1, Clause (d) 1b & 2b, Dec 14 & Report 2, Clause (1) Dec 16/14	HSS	17-Sep-15
10-Sep-15	HFA	Home Base Housing	HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	10-Sep-15

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10-Sep-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	10-Sep-15
10-Sep-15	HFA		HF/RRH IAH Supplement Tenant transfer of Unit	City	Report 1, Clause d) December 16, 2014	HSS	10-Sep-15
10-Sep-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	10-Sep-15
10-Sep-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	10-Sep-15
10-Sep-15	HFA	Home Base Housing	HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	10-Sep-15
15-Sep-15	HFA	Homestead Land Holdings	Reg. Rent Supplement Deletion of Unit	City	Report 1, Clause d) December 16, 2014	HSS	15-Sep-15
15-Sep-15	HFA	Home Base Housing	HF/RRH IAH Supplement Tenant Portion of Rent Decreased	City	Report 1, Clause d) December 16, 2014	HSS	15-Sep-15

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15-Sep-15	HFA		HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	15-Sep-15
16-Sep-15	HFA	Tipi Moza	HF/RRH IAH Supplement MR Increase (3 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	16-Sep-15
21-Sep-15	HFA		HF/RRH IAH Supplement New Unit	City	Report 1, Clause d) Dec 16, 2014	HSS	21-Sep-15
23-Sep-15	HFA	Home Base Housing	HF/RRH IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	23-Sep-15
25-Sep-15	HFA	Kingston Frontenac Housing	Reg. Rent Supplement MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	25-Sep-15
23-Sep-15	HFA	Skyline Living	Regular IAH Supplement - MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	23-Sep-15