



**City of Kingston
Report to Council
Report Number 15-412**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Cheryl Hitchen, Manager, Social Policy & Strategic Community Development
Date of Meeting: November 3, 2015
Subject: Waiver of Fees Salvation Army Christmas Hamper Distribution

Executive Summary:

Each December the Salvation Army distributes toys and/or Christmas food hampers to more than 3,200 households in the Kingston area representing approximately 10,000 people. For the past several years this distribution has taken place at the Princess of Wales Own Regiment (PWOR) Armoury on Montreal Street. This year the Salvation Army requires an alternate location to store and distribute the Christmas hampers from December 18 - 23, 2015 due to renovations at that location. Several municipal sites were considered but because of the need for a very large facility with forklift access, the Sail Room at Portsmouth Olympic Harbour (POH) has been deemed the most appropriate to meet their needs.

As a form of City support for this important event, it is recommended that the City waive the related facility rental fees. This annual event relies on more than 100 volunteers and community donations and all funds directed toward the event are used to offset the costs of purchasing food and toys. If fees are not waived, the rental costs would be taken from the Hamper donations.

Staff are also recommending waiving the cost of a Kingston Transit shuttle service for eight hours on December 22nd (when the in person pick up of the hampers occurs) from the POH to the St. Lawrence College transit transfer point. As most recipients of this initiative will be carrying large grocery bags and boxes, concern was raised about the distance from POH to Union Street or King Street to access bus service, especially if the weather is inclement. The operating costs to provide this shuttle is approximately \$700. Again, staff are recommending this fee be waived and funded from the Working Fund Reserve. Clients will still be required to pay a regular Kingston Transit fare when they board one of the bus routes at St. Lawrence College.

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Recommendation:

That Council waive the fee of \$7,569.52 for the rental of the Sail Room and the Lobby Area at Portsmouth Olympic Harbour for the 2015 Salvation Army Christmas Hamper distribution, December 18 – 23, 2015, and that the fee be funded from the Working Fund Reserve; and

That Council waive the fee of \$700.00 for Kingston Transit to operate a shuttle service on December 22, 2015 from Portsmouth Olympic Harbour to the St. Lawrence College transfer point and that the fee be funded from the Working Fund Reserve.

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	
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	

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Options/Discussion:

The Salvation Army Kingston Citadel Community and Family Services provide a range of programs and supports throughout the year for the City's vulnerable population. In December each year, with the assistance of a hundred volunteers, the Salvation Army distributes food hampers to more than 3,200 households assisting approximately 10,000 people.

For the past several years, this distribution of more than fifty tons of food has taken place in the week prior to Christmas at the Princess of Wales Own Regiment (PWOR) Armoury on Montreal Street. The PWOR donates use of their space recognizing the importance of this food distribution to the community. The armoury will be undergoing renovations in December so Salvation Army will be unable to utilize it for this year's Hamper Program.

The Salvation Army requires the facility on Friday, December 18th for food to be delivered from the vendors; stored on-site over the weekend; Monday, December 21st to be sorted and delivered out to some clients from Portsmouth Olympic Harbour (POH); Tuesday, December 22nd for food to be distributed on-site on directly to clients; and Wednesday, December 23rd for clean-up of the facility.

Prior to approaching the City, the Salvation Army considered non-municipal facilities but was unable to identify a viable option. The Salvation Army approached the City to find out if there were any locations available that could be utilized as an alternative to the PWOR. Consideration was given to several City facilities but given the size and scope of this event, it was determined by City and Salvation Army staff that Portsmouth Olympic Harbour would be the best site.

While the location is geographically further for residents living in the Rideau Heights neighbourhood, it is accessible, on the same bus route as PWOR, provides free parking, and can accommodate large amounts of food and people. It also allows for the use of a forklift which is important in safely setting up for the distribution.

The rental cost of using this facility for the Salvation Army is cost prohibitive and having to pay the rental fees would require funds to be taken directly from the funds raised to purchase food. Staff are recommending a waiver of the rental fees and that the amount be funded from the Working Fund Reserve.

As those accessing this initiative will be carrying large grocery bags and boxes, concern was raised about the distance from POH to Union Street or King Street to access bus service, especially if the weather is inclement. In discussions of options with Kingston Transit, it was determined that the most viable option would be to provide a small transit bus that could provide a shuttle service on a fifteen minute loop between St. Lawrence College and POH for eight hours on December 22nd, when the in person pick up of the hampers occurs. This would connect clients with route numbers 1, 2, 3, 6 and 18. Passengers will also have an option to connect with the 501 and 502 express routes on King Street at Portsmouth Avenue. The operating costs to provide this shuttle is approximately \$700. Staff are recommending this fee be waived and be funded from the Working Fund Reserve. Clients will still be required to pay a regular Kingston Transit fare when they board one of the bus routes at St. Lawrence College.

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Existing Policy/By-Law:

By-Law Number 2005-10 "A By-Law to Establish Fees and Charges to be Collected by the Corporation of the City of Kingston"

Notice Provisions:

Not applicable

Accessibility Considerations:

The Olympic Harbour venue is accessible for those residents accessing the Hamper program with accessibility needs. In addition, Salvation Army volunteers assist those with accessibility concerns by providing a hamper delivery program and supports as needed.

Financial Considerations:

The total cost recommended to be waived is \$8,269.52. This would allow access and use of the Portsmouth Olympic Harbour facilities and the Kingston Transit shuttle provision on December 22nd. It is recommended that this cost be funded from the Working Fund Reserve.

Contacts:

Cheryl Hitchen, Manager, Social Policy and Strategic Community Development 613-546-2695 extension 4806

Other City of Kingston Staff Consulted:

Adam McCluskey, Acting Director, Recreation and Leisure Services Department

Jeremy DaCosta, Manager, Transit, Transportation Services Department

Exhibits Attached:

Not applicable